

Co-Director, Old Donation Episcopal Day School

Old Donation Episcopal Day School seeks to hire one of two co-directors to lead and manage our faith-based pre-school for children aged 2 years through Transitional Kindergarten. The successful candidate for this part-time position will have education and experience in early childhood education. We seek someone with a heart for young children and a vision for excellence in their formation.

Our school of up to 90 students which operates nine months of the year on a half-day schedule, has a first-class reputation for its nurturing environment and commitment to age appropriate “play-based” education. We look for someone with the creativity, openness to new strategies, and strong people skills who will guide us as we chart a path for the future.

If you believe you are prepared for and desiring of an opportunity to lead us forward, please submit a resume and cover letter to the Rev. Nelson Mendoza, Rector, <mailto:nelson@olddonation.org>.

Duties and Responsibilities of the Co-Director/Administrator

- Communicate and discuss with the Co-Director/Bookkeeper issues as they arise
- Complete and maintain all administrative records pertaining to Staff, Enrollment, and the Health and Safety of the Children
- Interface with Parents, Staff, and Church to carry out the daily workings of the school in consultation with the Rector of Old Donation Episcopal Church who is Head of School
- A full job description is available on request

Requirements for this position include:

- Must be MAT certified, or become certified
- Must complete and pass all necessary background checks
- Must complete and maintain SafeChurch and Racial Healing Training
- Previous Early Childhood experience
- Must be certified in CPR/First Aid, or become certified

Job Type: Part-time

Pay: \$25,000.00 - \$27,000.00 per year



OLD DONATION
EPISCOPAL CHURCH