

The Exeter Day School
11 Marlboro Street, Exeter, NH 03833

Title: Director

Reports to: Board of Directors

About Exeter Day School

Exeter Day School provides a nurturing environment where children ages two through six have explored and learned with skilled teachers since 1939. We are seeking an experienced Director to join our team! We are an established school with very happy families and a team of experienced teachers. We are looking for a strong yet warm leader for our school.

Exeter Day School is a Licensed Plus ® Child Care Provider.

Please send resume and cover letter to exeterdayboard@gmail.com

Job Description

General responsibilities:

The Director is responsible for implementing the school mission statement, goals and objectives while maintaining a positive and professional relationship with the families, educators, children and the community. Specifically, the Director is responsible for the day-to-day general operations of the school and the development of a multi-year budget and strategic plan, including finance expectations, expense planning, pro-active marketing initiatives, evaluating current and new program offerings, and other professional initiatives. These would include but are not limited to oversight and professional support for educators, setting enrollment targets and compliance oversight. As the school's leader, the Director sets the tone for the happy and loving place that our school is known to be!

The Exeter Day School
11 Marlboro Street, Exeter, NH 93833

General Operations of the School

Oversee Educators:

- Work with educators to identify, evaluate, refer and accommodate children's individual needs.
- Encourage and promote teamwork between educators, specialists and families in pursuit of meeting the needs of every child.
- Conduct educators' meetings per standards.
- Work with the Personnel Committee to conduct educator evaluations and educators' self-evaluations. Recommend raises and report to the Board.
- Encourage and support educators in professional development and trainings and achievement of personal goals.
- Keep educators current on all available professional development, new trends and curriculum standards and resources.
- Work with educators in support and training of new and student educators.
- Recruit, interview and hire new employees with input from lead educators and Personnel Committee.

Oversee enrollment, application and registration process, and marketing:

- Create and execute annual marketing plan with marketing committee based on enrollment needs.
- Develop marketing media and communication materials (e.g. calendars, family handbook, ads and brochures).
- Actively work to maximize enrollment in all programs at all times.
- Maintain open communication with prospective and enrolled families.
- Schedule and conduct tours and interviews with prospective families.
- Organize and prepare class placements with staff.
- Create and distribute application and registration packets.
- Maintain database of current applicants, prospective students. and enrolled student files
- Develop and conduct student and family orientation programs.
- Keep Board of Directors current on recruitment, enrollment, and retention.
- Keep all files according to all regulatory agency requirements.

Oversee Finances:

- Prepare and execute business plan and strategic plan, consulting the Board as necessary.
- Prepare and oversee budgets and accounts for school working with treasurer, bookkeeper, Board of Directors, and review firm when necessary.
- Enter into contracts with outside vendors, agencies, payroll and accounting services on behalf of the school and employees with board supervision and approval.
- Keep all financial files in accordance with federal, state and other regulatory agencies.
- Present monthly QuickBooks budget report and cash flow analysis.
- Prepare for review and supply reviewing agency all required information if and when necessary.
- Manage all billing and receipt of tuition and fees for school. Manage expenditures, collections and past due accounts.
- Prepare and distribute tax statements, receipts and dependent care statements for families.
- Work with Board of Directors / Tuition Assistance Committee to receive, present and recommend all tuition assistance requests for approval.
- Monitor and purchase all classroom supplies and approve curriculum expenses made by educators.
- Ensure that all expenditures fall within the budget as approved by the Board.

Oversee Regulatory Compliance:

- Administer program in accordance with established rules and standards of all applicable regulatory agencies, including but not limited to, the Department of Health and Human Services, Child Care Licensing
- Maintain certification, licensing and accreditation from appropriate agencies.
- Maintain highest safety standards.
- Attend conferences, in-service training and workshops as required and requested.
- Maintain all files, evaluations and records on students, adult volunteers, and educators per regulatory and certifying agencies.
- Maintain a current list of qualified teacher substitutes.

Oversee insurance policies of the school:

- Oversee all of the following policies: workman's compensation, disability, liability, property, directors and officers, indemnity.
- Manage insurance coverage, renewal, claims and filings.
- Keep up to date on all federal, state and local statutes in regard to employees, benefits and all other financial matters.

Coordination of payroll and benefits:

- Oversee payroll; set up direct deposit
- Track time off file and record time sheets
- Review and recommend any relevant benefits
- Manage payroll, insurance and financial files.
- Ensure that the personnel policies meet all state and federal regulations; recommend updates to the policies to the personnel committee.

Specific Responsibilities

- Serve as on-site leader of the school. Designate lead teacher in charge when not on site.
- Establish an effective communication system.
- Promote teamwork among educators and among school community
- Ensure that lines of honest and free communication are always maintained.
- Maintain website to enhance communication and information distribution.
- Maintain social media such as the EDS Facebook page.
- Conduct, compile and report family and educator surveys. Submit recommendations with report to the Board.
- Act as a liaison to the community to include making new contacts and fostering existing relationships (including PEA) to develop and enhance EDS initiatives.
- With the staff, prepare the school's academic calendar, comparing with SAU 16s calendar, and present it to the Board of Directors in November.
- Maintain family and employee handbooks and ensure they meet all regulations. Maintain facilities, classroom and curriculum inventory, equipment and supplies as required.
- Assure safe and appropriate physical environment in all school spaces and the following of all health and safety regulations, including fire drills and emergency procedures.
- Purchase and maintain operations supplies as needed.
- Organize summer session with teachers.
- Attend monthly Board of Directors meetings and report on school business in written form.
- Attend monthly directors meetings through the Seacoast Directors
- Attend the annual corporation meeting.
- Serve as a teacher or substitute teacher as necessary.
- Perform other duties as assigned.

Necessary Skills

- Excellent oral, written and technical communication skills.

- Family and child relations
- Diplomacy and negotiating
- Organization, planning and attention to detail
- Presentation and speaking skills
- Time management
- Project management
- Word processing, QuickBooks, Excel, general data base management, web site updates and maintenance, social media

Required education & certification

- Per State Regulation, the Director must meet the following minimum requirements:
 - Be at least 21 years of age;
 - Have a high school diploma or general equivalency diploma;
 - Have documentation of successful completion of at least 3 credits in child care administration or early childhood leadership and supervision awarded by a regionally accredited college or university;
 - Have a minimum of 1500 hours experience working with children in a licensed child care program or public or private elementary school; and
 - Meet one of the following pre-service training/education options:
 - An associate's degree in early childhood education, awarded by a regionally accredited college or university;
 - An additional 3000 hours of experience working with children in a licensed child care program or in a public or private elementary school and documentation of a non-expired child development associates (CDA) in center based programs awarded by the council for professional recognition;
 - A bachelor's degree in elementary education, awarded by a regionally accredited college or university;
 - Certification of successful completion of training as a Montessori Director issued by the American or International Montessori Institute;
 - Documentation of 60 credits, awarded by a regionally accredited college or university, of which at least 24 shall be in early childhood education, including at least 3 credits in each of the following core knowledge areas:
 - Children with special needs;
 - Child growth and development; and
 - Curriculum for early childhood education; or
 - Written documentation from or on file with the department of health and human services that she/he was previously qualified for the position of center director.

Preferred Experience

- Prior management experience (5 years)

- Prior teaching and child care experience (5+ years)
- Prior office administration experience