



## The First Presbyterian Day School

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### Executive Director – First Presbyterian Day School

#### About the School

First Presbyterian Day School is a Reggio Emilia inspired community where educators nurture a child led, natural environment that helps children grow into capable, competent, lifelong learners. Our curriculum emerges from children's interests through a long term, project based approach and flourishes through strong relationships among children, educators, families, and the environment. We operate year round from 7:45 AM–5:15 PM, with our school year beginning each August. The Day School is licensed by the South Carolina Department of Social Services and maintains an A+ Quality rating through South Carolina's statewide quality rating scale for early care and education providers.

#### Job Summary

The Director provides visionary and strategic leadership for all aspects of the school, ensuring a nurturing, inclusive, faith-centered learning environment for children ages 2–5 and their families. This role ensures high quality early childhood education aligned with our mission; oversees educators and staff; manages enrollment and budgets; and fosters strong family partnerships, community engagement, and a close relationship with First Presbyterian Church.

Success in this role requires strong leadership, communication, organizational, and problem-solving skills, as well as expertise in developmentally appropriate practices and school administration.

#### Key Responsibilities

##### Educational Leadership

Lead a developmentally appropriate, Reggio Emilia inspired approach aligned with the South Carolina Early Learning Standards.

Support educators in creating inquiry rich environments that encourage exploration, discovery, and creativity based on children's interests and curiosities.

Promote continuous reflection, professional growth, and pedagogical documentation among educators.

Ensure compliance with South Carolina ABC Quality standards to maintain our A+ program rating and implement developmental screening protocols, including Ages & Stages.

#### **Staff Supervision & Development**

Hire, train, supervise, mentor, and evaluate all preschool staff.

Coordinate ongoing Reggio Emilia focused trainings and professional development for all educators and staff.

Cultivate a positive, collaborative, and inclusive culture through regular meetings, coaching, and mentorship.

Ensure all staff meet licensing and training requirements, including CPR, first aid, and required professional development hours.

#### **Family & Community Engagement**

Foster warm, respectful, and regular communication with families so they feel valued and supported.

Partner with families through conferences, community events, and regular classroom communications and participation.

Collaborate with church leadership and the wider congregation to support and advance the mission of the school.

#### **Administration & Operations**

Manage daily operations, including scheduling, staffing, safety procedures, and facility management/usage in compliance with the South Carolina Departments of Social Services (DSS) and Health and Human Services standards.

Oversee admissions, enrollment, and orientation for new families.

Administer tuition billing through Procare software and manage scholarship support in partnership with the State of South Carolina.

Monitor budgets, fundraising initiatives, and grant applications, including proactively sourcing new opportunities.

Oversee the lunch and snack program that provides a nutritious hot meal and two snacks daily for all children.

Ensure accurate recordkeeping for all children and staff to meet DSS compliance requirements.

#### **Spiritual & Strategic Growth**

Promote and model Christian values in all aspects of school leadership and create space for spiritual growth through devotions, prayer, service, and kindness.

Lead long-term planning and goal setting with the Board of Directors to support organizational growth and program excellence.

Analyze program data and feedback from family and educator surveys to drive continuous improvement, and champion the school's mission, values, and reputation within the community.

### **Qualifications**

Bachelor's degree in Early Childhood Education, Child Development, or related field (Master's preferred).

Minimum of 5+ years of early childhood teaching or leadership experience.

Knowledge of state licensing regulations and ABC Quality rating requirements.

Proven leadership, communication, interpersonal, and organizational skills with a warm, faith-rooted approach to working with families, staff, and the church community.

Proficiency in administrative technology and record keeping systems.

### **Preferred Attributes**

Familiarity with the Reggio Emilia approach and experience implementing it.

Passion for nurturing young children and supporting their unique learning journeys.

Collaborative leader with strong decision-making skills and the ability to inspire and support educators.

Commitment to building community among families, children, and church members.

Creativity and flexibility in problem solving and planning.

Experience with financial record keeping including budgeting, grant writing, and nonprofit program administration.

Commitment to ongoing professional and program growth; membership in professional organizations such as NAEYC and/or NAREA.

### **Compensation & Benefits**

Competitive salary commensurate with experience and qualifications.

Comprehensive insurance coverage includes health, life, and short-term disability as well as dental and vision options.

Employer sponsored pension and employee retirement savings plans.

Enjoy work-life balance with a flexible work schedule, generous paid time off, and holidays aligned with the Beaufort County School District calendar.

Paid continuing education opportunities and membership in professional organizations to foster growth.

Complimentary hot lunch provided each day.