

San Anselmo Cooperative Nursery School

Director Job Description

- The Director of our school is an inspiring leader who has an enthusiastic approach to the program and its participants. The Director encourages parental input in the creation of the curriculum and recognizes the individual strengths and talents of parent-teachers, capitalizing on these gifts.
- The Director assists each parent-teacher in realizing his/her full potential in the program and promotes open and honest communication. Under the Director's guidance, we create a comfortable environment that fosters the growth of young children and their parents.

Statement of Inclusivity:

- *SACNS is an inclusive community that values linguistic, ethnic, racial, and gender diversity.*

Job Objective

- *Maintain the School's Core Mission—To provide an opportunity for preschool-age children to cooperate, explore, and experiment in work and play with their peers that will promote social skills, self-esteem, happiness and belonging in a secure, loving environment created by the Director and parent participation.*

Reports To

- The Executive Board

Job Description

- Establish and maintain school curriculum, after consultation with professional staff (other Co-op teachers)
- Establish and maintain guidance and parameters for children, after consultation with professional staff
- Ensure SACNS' compliance with all licensing and health and safety requirements

- Provide guidance to participating parents, ensuring members' adherence to all requirements set forth in the school handbook
- Provide guidance for Parent Education curriculum, ensuring that education offerings are in keeping with the school's core mission and values
- Provide guidance to the executive board

Specific Duties

The school year is based on the Ross Valley School District calendar. Orientation Day is the weekend after Ross Valley School District begins, and the last day of school is the day before RVSD's last day, with Moving On Day to follow.

- Report for work one week before Orientation Day, ensuring that all returning and new members are current in the Google group and Google calendar, ordering supplies that are needed, and guaranteeing that the school is prepared to receive children and parents
- Work with Membership Chairperson to establish that all members have fulfilled requirements for attendance and for working
- Review all children's immunization records to ensure compliance with state regulations
- Maintain legal records of attendance
- Direct Orientation Day
- Provide care and instruction during Orientation Week
- Provide supervision to children and working parents Monday through Friday, 8:00 AM to 1:00 PM
- Direct the first Parent Education Event in September
- Hold Parent – Teacher Meetings for each family that wishes to participate in October and in May
- Attend Board Meetings
- Attend Business Meetings
- Maintain the school's Google calendar with the assistance of relevant board members
- Teach three weeks of summer school
- Direct and co-teach the Pre-Kindergarten program (approx 18 Friday afternoons per school year)

Education and Experience

- Must possess site supervisor or director qualifications
- Energy and enthusiasm for teaching and building community
- Experience with a cooperative preschool, or knowledge of and interest in working in a cooperative preschool environment

Compensation

- Competitive salary of \$68K/year and up, commensurate with education and experience
- Paid time off as per the Ross Valley School District calendar, plus 7 personal days off per year
- 3.5% Employer contribution to SEP IRA

To Apply

Please provide:

- Resume
- Cover letter
- Three professional references

Email to: membership@sananselmocoop.org