

CHARLESTOWN PLAYHOUSE

Job Description – Head of School

JOB SUMMARY

At Charlestown Playhouse, we believe that it is through play and active involvement with real materials that children learn best about themselves and their world. Founded in 1936 by Elizabeth Foster-Stonorov (Miss Betty), Charlestown Playhouse is licensed by the Pennsylvania Department of Education as a private academic preschool and kindergarten. We are a non-profit, parent-cooperative that emphasizes learning through child-centered play, the importance of supporting social and emotional development in young children, the beauty and value of nature, and a strong sense of community. Charlestown Playhouse is a director-run parent-cooperative in the sense that our parents pool their skills and labor in order to support the staff and provide a better school for their children. All policy decisions are made by the Board of Directors, which is comprised of parents, teachers, and community members.

Charlestown Playhouse is seeking a Head of School to begin work in the summer of 2019. The position will be an interim one during the 2019-2020 school year, and a permanent position thereafter. This is a full-time position for 10 months of the year. The new Head will be charged with preserving the legacy of our founder, sustaining the school's mission and vision, and enhancing the diversity and inclusion of thought, experience, and cultures within an educational program. This individual will be passionate about the education of children and about the Charlestown Playhouse community at large. They will carry these objectives forward alongside an involved and supportive Board of Directors and an enthusiastic parent body.

The Head of School will be responsible for overseeing the administration, programs and strategic plan of the school. They will lead through influence and collaboration, possessing strong management, organization, communication, and decision-making skills. Integrity, diplomacy, and a positive attitude are expected.

JOB RESPONSIBILITIES

Philosophy:

The Head of School will understand and uphold Playschool's policies, co-op expectations, and play-based philosophy. They will actively engage in play-based learning, exhibiting an attentive interaction and connection with children, while maintaining a physically and emotionally safe environment. The candidate will support and guide the program in best practices (NAEYC). As a parent co-op, our parents devote much time and energy to the school in a wide variety of areas, including but not limited to fundraising, development, maintenance, and social events. The new Head will strive to build and preserve dynamic relationships with these parents. Doing so will sustain not only the co-operative model, but also our vibrant, diverse, and inclusive environment.

Administration:

The Head of School will work in conjunction with the Educational Director to support staff, family, and the school community at large. They will maintain a collaborative relationship with the Board of Directors, contributing to matters affecting strategic plan and finances. They will oversee daily school operations, maintain emergency management protocols, and ensure our compliance with tax laws for non-profit corporations. The candidate will be required to align with NAEYC standards and to maintain compliance with all Pennsylvania State health, local, and private school regulations. The Head also serves as a liaison

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for fundraising, marketing, and community outreach efforts. As part of this, they will be charged with promoting the active and broad participation of volunteers in all areas of the school's work.

Communications:

The Head of School should be an expert communicator as they will be responsible for representing Charlestown Playhouse to families, agencies, organizations, and the general public. The Head should be familiar with various communications methods/tools in order to strategically and effectively present the programs, activities, and goals of the school. The ability to clearly articulate messages in a thoughtful and professional manner is imperative to this task. As appropriate, the candidate will collaborate with the Board of Directors, staff, and parents in developing suitable messages.

Staff Leadership:

In conjunction with the Educational Director, the Head will define faculty and staff positions and, as necessary, recruit highly effective staff. The candidate will demonstrate an understanding of the NAEYC Code of Ethical Conduct and how it encompasses guidance, training, and development. Important to our community is that the Head sustains a climate which attracts, maintains, and motivates a diverse and qualified staff. The Head will take appropriate steps to both drive and measure professional performance and growth, and will dismiss those who fail to meet the standards.

Finance:

The Head of School is responsible for managing financial resources within budgetary guidelines. Along with the Board of Directors, the Head ensures that adequate funds are available to permit operation of the school. They will be able to provide insight to the Board of Directors on financial matters that relate to enrollment, outstanding accounts, income, expenditures, projections, and new initiatives. The Head plays a vital role as key contributor to the development and execution of the Strategic Plan for Charlestown Playhouse and provides corresponding support for the funding of operational and capital requirements.

JOB REQUIREMENTS

Education: Bachelor's Degree in Early Childhood Education required. Masters in Educational Leadership preferred.

Experience: 3+ years supervision experience with an emphasis on Organizational Design Planning. Direct experience working with families and external agencies.

Technical Skills: Proficiency with MS Office products. Possess the ability to quickly learn and apply new technology skills.

Knowledge: Understanding of the academic, fiscal, social and advocacy responsibilities of a non-profit school program. Knowledge of early childhood best practices and program development. Business operational knowledge including leadership, management, and budget. Experience with human services (children, parents, community) and community building. Experience with state licensing.

Inquiries and applications should be addressed to the Head of School Search Committee at boardcph@gmail.com.