



The Presbyterian Church of Morris Plains

400 Speedwell Avenue

Morris Plains, NJ 07950

Phone: 973-539-3481 Email: office@mppresby.org

PRESCHOOL DIRECTOR JOB DESCRIPTION

Joyful Noise Preschool and Daycare, 400 Speedwell Avenue, Morris Plains, NJ

COMMUNITY AND MISSION

For over 50 years, the Joyful Noise Preschool and Daycare has been blessed with a tradition of educational excellence, an active community of families and a wonderful space with The Presbyterian Church of Morris Plains (PCMP). Joyful Noise has the distinction of being accredited NSEYC. Joyful Noise is licensed for 170 children and offers programs for children ages 2 ½ to 5 years. The Director is part of the Church staff, accountable to the Session, and reports to the Pastor/Head of Staff of PCMP and to the Joyful Noise Committee.

The purpose of Joyful Noise is to provide a nurturing early childhood education, set within the framework of a family-centered, Christian community. Providing a developmentally appropriate program that fosters growth socially, academically, emotionally, physically and spiritually is our mission.

POSITION SUMMARY

Joyful Noise is seeking a Director capable of building upon its well-respected tradition and philosophy as a nurturing, safe, collaborative, faith-centered, inclusive Christian community that allows children to grow to be kind, thoughtful, creative and independent while fostering a life-long love of learning.

The Director is responsible for all aspects of the daily operation of Joyful Noise, including, but not limited to: curriculum development, staff hiring and management, marketing and communications, recruitment and enrollment, parent relations, budget development and oversight, purchasing of supplies and equipment, property maintenance and other duties which may be identified on an ongoing basis.

RESPONSIBILITIES

Staff Oversight

- Hire, orient and supervise staff
- Plan/arrange speakers/lead, regular staff meetings and annual orientation training
- Monitor Staff Orientation and Development Record for each staff member
Prepare written annual reviews with input from the Nursery School Supervisor and/or Daycare Supervisors

Educational Programs

- Oversee, organize and establish daily classroom schedules for Music, Bible Story, Computers, Indoor/Outdoor play periods
- Oversee the planning of field trips and special events
- Prepare and update curriculum, educational goals, guidelines and program criteria for all age groups as needed
Plan optional afternoon Pre-K enrichment
- Schedule tours for potential new students
Organize and schedule the annual registration process, and Summer Program
- Keep families informed and cultivate relationships through regular personal contact, email, flyers, bulletin boards and other means of communication

Finances

- Advise and Oversee Program Finances:
 - Report monthly, report to the Joyful Noise Committee on current financial situation

Church Relationship

- Maintain a good working relationship with the pastor, church personnel and church community
 - Attend regularly scheduled church staff meetings
 - Prepare Joyful Noise section for church Annual Report
 - Schedule Monthly Joyful Noise Committee meetings to advise committee on enrollment, activities, financial status, upcoming events and other topics relevant to Joyful Noise
- Oversee the maintenance and safety of the Joyful Noise facility
- Attend Session Meeting twice a year and make a presentation on the status of JNNS

NJ Office of Licensing/NAEYC

- Oversee and prepare all paperwork for state licensing and NAEYC accreditation

Education Community

- Participate in Morris County Child Care Directors Association and other professional organizations

QUALIFICATIONS AND SKILLS

- Bachelor's degree or higher in Early Childhood Education (ECE), Child Development or a related field from an accredited college or university
- Three (3) or five (5) years of classroom teaching experience preferred
- At least three (3) years of supervisory or program administration experience
- Understanding of NAEYC accreditation and state licensing procedures
- Recruit new families through creative marketing
- Excellent communication and interpersonal skills
- Proven leadership, as well as managerial and organizational skills
- Computer and email proficiency
- Basic financial management skill
- Infant/Child CPR and First Aid certification

SALARY/BENEFITS:

- Competitive salary dependent upon educational level and experience
- Medical, disability, pension benefits and paid time off are available

HOW TO APPLY/REQUIRED APPLICATION MATERIALS

To apply, please email the following materials (in PDF or Word format) to the JNSearchCommittee@mppresby.org :

- One page cover letter stating your qualifications to be Director of Joyful Noise in light of its mission statement and educational philosophy
- Complete resume, including all schools, degrees and positions held
- Three professional references
- Background check (semi-finalist candidates only)
- No phone calls. Principal applicants only; no recruiters