



Mt. Hebron Presbyterian Church

2330 Mt. Hebron Drive, Ellicott City, Maryland 21042

Phone: (410) 465-3993

Email: clerkofsession@mthebronpc.org

Rev. Amy Carlson, Pastor

Mt Hebron Nursery School, Director Position Description

Mt. Hebron Nursery School (MHNS) is a ministry of Mt. Hebron Presbyterian Church (MHPC) focused on serving the educational and socialization needs for preschool children, ages 2-5, in the community. The NS Director is an experienced educator with a passion for creating an engaging learning environment for all children. The Director is responsible for administrative and programmatic needs of the Nursery School and for maintaining the high-quality program standards of the Maryland State Department of Education licensing and Maryland EXCELS. MHNS strives to build a strong foundation marked by compassion, socialization, and a love of learning.

The Director serves as a liaison between the MHNS and church staff and members engaged in worship, education, and mission ministries to promote more opportunities for all families in the school to grow in God's grace and love, regardless of religious affiliation.

The Director represents MHNS within the church and the larger community and engages with local early childhood organizations. This center has been in operation since 1963. Our goal is that the next Director will continue our legacy of learning, laughter, and love.

Supervisory and Management Responsibilities:

- Supervise the Nursery School's office, ensuring phone calls/emails, correspondence and ordering supplies are handled properly.
- Work with the Church leadership to build a cohesive team of teachers and staff
- Inspire teachers and staff to work collaboratively within the school community and church
- Represent MHPC and the NS as its ministry program in a positive and appreciative manner.
- Provide and demonstrate strong leadership to Teachers and Staff by setting an example of collaboration, positivity and building a cohesive team of educators.
- Serve as the face of Mt Hebron Nursery School.
- Manage day to day administration and operations of the Nursery School's programs.
 - Demonstrate strong skills in management and marketing, promote the Nursery School in the community.
- Ensure compliance with all local, state, and federal laws and regulations governing child care, and with all MHPC and relevant Presbytery policies.
- Ensure health and safety of each child while they are on the premises.



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- Coordinate with the church on building maintenance, including maintaining a monthly list of building maintenance needs. Maintains a list of desired long range major projects for the nursery school.

Financial Responsibilities:

- Review tuition and salaries annually (survey other nursery schools as applicable).
- Prepare yearly teacher contract template and salary recommendations and review with Mt Hebron Presbyterian Church: Nursery School Committee (NSC) and Church Treasurer.
- Financial management of the school: develop and adhere to a budget, manage the accounting and oversee accounts payable and receivable.
- Follow and maintain accountability to financial policy.
- Develop and oversee marketing plan, public relations and advertising.

Personnel Responsibilities:

- Review and revise teacher/staff job descriptions and obtain approval from NSC.
- Create and maintain, with NSC, processes for annual review, hiring, disciplinary/dismissal, and compensation of staff.
- Document yearly evaluations for each teacher/staff member.
- Provide staff the opportunity for training to meet state and county regulations.
- Interview, hire and terminate all teachers and staff of the preschool and obtain approval from NSC.
- Hold monthly staff meetings (total of 9/year).
- Propose a salary scale for each school year and obtain approval from the NSC each fall and spring.
- Maintain own qualifications and continuing education requirements.

Educational Responsibilities:

- Maintain MSDE Accreditation.
- Guide a developmentally appropriate program consistent with the philosophy and objectives of the nursery school.
- Continually evaluate curriculum based on current research and the curriculum used by comparable schools.
- Coordinate and collaborate with teacher/staff yearly to review/select age appropriate curriculum and enrichment.
- Teachers will make available planning books, all class lesson plans, newsletters, and calendars for review/inspection as applicable.
- Maintain awareness of the State of Maryland and Howard County expectations of Pre-K



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- and Kindergarten programs.
- Maintain an environmentally friendly and safe classroom setting that is welcoming, comfortable for teachers, staff and children.
- Plan and implement Pre/post curriculum planning for teachers/staff.
- Conduct appropriate staff orientation, in-service training, and staff development.
- Observe frequently in classrooms.
- Maintain safety of classrooms, equipment, and playground.

Parent Communication:

- Establish and maintain an “open door” policy with the parents of the nursery school.
- Organize informational and informal meetings with parents throughout the school year as a measure to share ideas and concerns.
- Assist in planning parent/teacher conferences.
- Be available for conferences when necessary or as requested.
- Approve all written publications including school newsletter, website, and social media communications.
- Collaborate and work with Mt Hebron Nursery School Parent Group to:
 - Ensure continuity of the philosophy and mission of the Nursery School and Mount Hebron Presbyterian Church, and Nursery School Policies, and ensure yearly budget and financial reporting.
 - Plan events, field trips, annual gifts, fairs, galas, etc.

Relationship with Mt. Hebron Presbyterian Church:

- Meet monthly with the Pastor during the school year and once before school starts.
- Participate in church staff meetings and attend Session or other church meetings when requested.
- Promote mutually beneficial relationships between Church families/staff and Nursery School families/staff.
- Foster awareness among NSC members of the operations of the school and significant happenings so that NSC members are informed and able to support the Director.
- Discuss regularly with NSC the goals, advancements, and other conditions that reflect the status of the school.

Required Skills:

- Analytical and problem solving skills.
- Strong organizational skills.
- Ability to establish and maintain good interpersonal relationships with parents, children



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and teachers/staff.

- Flexibility in coordination of preschool program.
- Ability to manage multiple tasks.
- Strong communications skills - oral and written.
- Computer skills - must be computer literate at a general business level (Word Processing, Excel Spreadsheet, Microsoft Outlook email and social media).
- Ability to sustain a high level of energy.
- Must be able to lift a minimum of 40 pounds.
- Must be able to attend conferences. Overnight travel to professional conferences or meetings is occasionally required.
- Must be able to participate in both indoor and outdoor activities for extended periods of time.
- Ability to respond to unexpected and unforeseen situations with grace and flexibility.

Education Requirements:

- Master's in Education or Bachelor's Degree in Early Childhood Educations
- Three or more years of experience managing employees, quality control and finances, in the childcare industry preferred.
- Higher education credits specialized early childhood education, child development or elementary education.

Terms:

- Accountable to The Pastor/Head of Staff of Mt Hebron Presbyterian Church
- Reports to - Pastor (head of staff) and NSC.
- Documented yearly evaluation and contract renewal with Mount Hebron Presbyterian Church Personnel Committee, Nursery School Committee Chairperson, and Pastor/Head of Staff.
- Employment: Professional full time 12 month
- Salary Range: \$55,000-\$75,000
- Summer hours are flexible: June-August
- Holidays and inclement weather closures follow the Howard County Public School schedule.

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