



Director/Teacher, 2024-2025 Year-Round School Year

Clinton Path Preschool is currently seeking a qualified candidate for the position of Director/Teacher. We are looking for someone who embraces the co-op model, prioritizes community, values outdoor play, and understands the importance of developmentally appropriate practice, social problem solving, and play-based learning curriculum designed for a mixed-age (2.9-5 years) cohort of young learners.

Clinton Path Preschool established itself in Brookline as a parent-teacher cooperative over 40 years ago and has since remained committed to inspiring joyful learning through friendship and play in a cooperative community. We believe children learn best when they feel safe to explore their surrounding environment and to take risks. We achieve this by maintaining a strong partnership between parents and teachers and by remaining a small school with no more than 18 students per day.

Candidate Skills and Qualifications

The ideal candidate will have a degree in child-development, 3+ years experience in early education (preferably in a play-based model), and experience working collaboratively with families in a learning situation.

In addition to experience and skills, attitude, leadership ability, energy, and drive to exemplify the core values of the school are extremely important. We are seeking a talented leader who will become a member of our community, embrace the co-op model, and work with our children and families to create an inspiring, nurturing, and safe environment.

The candidate should have a desire to play, a love of the outdoors, and the ability to educate and communicate with a diverse group of children and their grown-ups. Knowledge and competence regarding diversity, equity, and inclusion is crucial as we develop an anti-bias approach to education.

Necessary Qualifications

- Degree in child development, early childhood education, or a related field. Bachelors degree preferred.
- 3+ years of experience teaching young children, preferably in a play-based model (co-op preschool experience a plus)
- Director certificate from the Massachusetts Early Education and Care (EEC) is required
- Completion of Massachusetts background record check is required
- Familiarity with and ability to fulfill all director responsibilities per EEC and state regulations

Preferred Qualifications

- An enthusiasm for teaching outdoors in all weather conditions
- Strong organizational and communication skills

- Education or training related to anti-bias education
- Proficient in electronic communication (Proficiency in Excel, Google Apps, (Drive, Sheets, Docs, Calendar, etc. a plus)
- Energy to keep up with and lift preschool children, maintain the daily school schedule, and participate in standing, movement and supervision activities. Ability to lift 45 pounds.

Director Responsibilities

- Work closely with the Board of Directors, made up of current parents, to manage the overall operations of the school and promote the school's values
- Guide and direct teachers in their duties in the classroom through role modeling, coaching, and direct instruction
- Foster our relationship with the Latvian Lutheran Church of Boston church and the greater "Pill Hill" and Brookline community
- Maintain a presence with the co-op director group and educational groups in Brookline
- Train and supervise teaching staff, including substitute teachers and enrichment professionals
- Manage enrollment process for school year and summer program, communicating promptly with prospective families, ensuring enrollment paperwork and deposits are complete, and working with Public Relations parent to increase applicant pool
- Ensure compliance with Massachusetts Department of Early Education and Care (EEC) regulations, including relicensing the school every two years
- File annual immunization survey every fall (MA Department of Health)
- Update Integrated Pest Management annually (MA Department of Agriculture)
- Work with the Webmaster and Public Relations parents roles to ensure the school has a social media presence
- Oversee financial processes including payroll, supply budget, Quickbooks transaction tracking; meet with treasurer to review finances regularly
- Work with the HR board member on any necessary health insurance paperwork
- Participate in monthly board meetings and school update topics as needed at the monthly board meeting
- Work in conjunction with board members to fulfill board member job requirements as needed (ie, attend admissions and finance meetings)
- Participate in ongoing special events and fundraising activities
- Complete general administrative responsibilities, including, but not limited to:
 - Assemble school calendar
 - Compile the handbook and print for each new school year
 - Assemble / review school publications, both internal and external (as needed) in partnership with Public Relations parent volunteer
 - Document administrative processes as needed
 - Check mailbox weekly
 - Pay bills; process payroll

Teacher Responsibilities

- In addition to teaching as needed, the Director should be present in the classroom to support curriculum development and teacher observation.
- Organize / Oversee classroom activities, including daily meeting and art projects, modeling respectful non-coercive care. Apply our pedagogical philosophy oriented towards play, social/emotional learning, problem solving, and anti-bias.
- CPP values time spent outside. Maximize outdoor play time each day, rain, snow, shine, with respect to EEC weather guidelines for safe exposure.
- Maintain a safe classroom environment
- Maintain/rotate classroom materials. Set up and clean up materials as needed. Provide books and materials based on curricular and interest choices.
- Provide music and movement activities inside and outside of the classroom.
- Reflect on and discuss frequent and regular feedback from the board members
- Coordinate ongoing classroom activities with the Massachusetts Guidelines for Preschool Curriculum
- Maintain hours of professional development a year and maintain individual First Aid CPR Certifications
- Write two progress reports a year and hold two parent meetings to discuss progress towards individual goals as well as all areas of development. Implement transition forms for rising kindergartners. Hold impromptu meetings as needed to discuss family issues and classroom issues
- Participate in enrollment decisions with the Admissions Coordinator

Hours

School Hours: School Year - 8:00am-5:30pm, Summer Program - 8:00am-4:30pm

Anticipated Director hours: 7:30am-3:30pm

Salary and Benefits

Clinton Path Preschool offers a competitive compensation package, paid vacation, sick and personal days and is committed to supporting the professional development of our teaching staff. Also may include medical stipend and opportunities to bring children to work in instances of extreme need, in keeping with licensing ratios. Please submit a cover letter and resume to clintonpathhr@gmail.com.