**Paddington Station Preschool**

**Director of Preschool and Kindergarten Search**

**Job Description**

**Spring 2020**

**Summary**

Paddington Station Preschool is seeking a unique and talented leader for the role of Director of Preschool and Kindergarten. This position requires an individual whose values and attitude embody and exemplify the school’s mission of promoting developmental growth through the foundation of a strong intentional play-based community. Passionate, imaginative, collaborative, hard-working professional with a minimum of two years leadership experience and exceptional integrity and communication skills are encouraged to apply.

**Mission**

It is the mission of Paddington Station Preschool to be a welcoming and inclusive community that partners with families to celebrate childhood, embrace learning through play, and prepare confident individuals to joyfully explore the wonders of the world.

**History**

Paddington Station opened its doors in September of 1993. The school launched that fall by committed parents and a dedicated staff. At its inception, the goal for the school was to create a warm environment that celebrates children and inspires in them a love of life and learning.

As it grew, Paddington Station quickly established itself as a model in the early childhood educational community. Paddington was a partner school with the Stanley Teacher Preparation Program (now the Boettcher Teacher Residency Program with the Public Education and Business Coalition). Paddington is also a participant in the Denver Preschool Program. In 2010, Paddington Station began its first kindergarten. To date, Paddington serves approximately 260 students from twenty-seven zip codes across Metro-Denver.

The school has run balanced budgets since 2013 and is in good financial shape. Paddington runs like a typical school (late August-May with a summer camp program). The school has an annual budget of $2.5M (depending on the year/enrollment). The majority of the school’s operating budget is paid for by tuition. The school has two major fundraisers: The Annual Fund Campaign and an annual auction.

Additionally, Paddington Station Preschool has rehabilitated and preserved its historic, 130-year-old building with the aid of grants from the State Historical Fund. Most recently, the school created and had built two outdoor classrooms where more traditional playgrounds were housed. Within the past few years, the school conducted a safety audit and has implemented all recommendations made to the school.

The school completed a new strategic plan for 2019-2024, entitled, *Invest in Play,* which can be found on our website under the Home page.

**Philosophy**

A significant quantity of educational theory and practice supports the educational philosophy of Paddington Station. It is based on our belief that:

* Each child is unique and has an intrinsic desire to explore, discover and learn about his or her environment.
* Hands-on, child-directed experiential activities, “play” in its richest sense, is the essential way children make sense of the world.
* Learning is a cumulative process.

**Paddington Station Preschool strives to:**

* Integrate play into all aspects of learning.
* Create a curriculum that embraces and understands the individual needs of each child.
* Establish a joyful environment that inspires the exploration, curiosity, discovery, play, a love of learning, connections with others and appropriate risk-taking by children.
* Acknowledge, honor and celebrate the diversity of all families within Paddington and to extend that appreciation into the greater community. Paddington strives to include children with special needs into our classrooms when it is determined that a beneficial learning experience for the child and the group can be provided. Our diversity allows children to feel confident about differences and provides them with the ability to welcome change and growth.
* Support the role of the teacher as facilitator---a facilitator who nurtures the pathways of each child’s interest.
* Support the faculty through a faculty development program to promote professional and personal growth.
* Develop a partnership between families and the Paddington Station Preschool team that establishes a vision for the growth of each child.
* Provide resources and support for family education.

**Faculty**

We strive to attract and retain exceptional early childhood teachers who create classroom communities that invite active participation, discovery and exploration from students and families. Our teachers know each individual child in their care, and know, understand and appreciate child development. Over 50% of our faculty members have completed either the Stanley British Primary Teacher Preparation Program, the Boettcher Teacher Preparation Program, or the Boulder Journey School Teacher Preparation Program. Our faculty members are well educated we have one AA degree, fourteen BA, BS or BFA degrees, eighteen have Masters degrees and three doctoral degrees.

**Roles and Responsibilities of the Director of Preschool and Kindergarten include but are not limited to:**

**Culture and Community**

* Observes, supervises, evaluates and supports all preschool and kindergarten faculty.
* Supports the Paddington faculty as a leader and role model for children, families, faculty, staff, interns, alumni and prospective families.
* Upholds and maintains all requirements from the Department of Human Services (thorough knowledge of Rules and Regulations), The Office of Early Childhood, and Colorado Shines.
* Possesses the skills and experience to act as a mentor to faculty and parents.
* Monitors staff morale, keeps faculty and staff informed on school business.
* Communicates effectively and professionally with school personnel, children and caregivers.
* Coordinates New Faculty Seminar and monthly Age Level Meetings.
* Active participant in greater Denver and Colorado Early Childhood community.

**Curriculum**

* Advocates for Paddington’s mission and pedagogical commitments; and understands the values and culture from which the school has grown.
* Together with the Head of School and faculty create professional development opportunities.
* Has vision for a creative, innovative approach toward preschool educational practices and curriculum.
* Possesses a strong knowledge of *Best Practices.*
* Coaches and trains classroom teachers on teaching methodologies that support all children to be successful.
* Familiar with Weebly and Kaymbu.
* In tandem with the Head of School, serves as the internal coordinator responsible for the development, monitoring and implementation of inclusion for all students.
  + Provides information, support and communication with parents and families, including referral information to community agencies.
  + Supports teachers in building skills related to communicating with families regarding their child’s development, needs and strategies for meeting those needs.
  + Facilitates parent and teacher education sessions regarding prevention and intervention strategies for all children.

**Operations**

* Focuses on all Paddington Programming and day-to-day operations, including:
  + Balancing and managing teacher schedules and daily staffing needs---secure all substitutes
  + Supervising the Before and After-School (Breakfast Club and Afternoon Tea)
  + Planning, implementation and oversight of the Paddington Summer Camp
  + Leading or assisting in classrooms as needed in order to maintain ratios, meet financial goals and serve as a role model
* Member of Emergency Operations Team

**The Candidate Qualifications**

* Should bring a diverse and varied perspective from previous positions, locations or roles.
* Should have a high level of energy, attention to detail, organizational and inter-personal skills, be flexible and adapt quickly.
* Ability to remain tactful and discrete in sensitive and confidential situations.
* A minimum of two years leadership experience in a preschool setting.
* Teaching experience at the preschool level.
* Strong leadership and communication skills, both verbal and written.
* Has a commitment to professional development, continuous education and continuous improvement.
* A record of strong collaboration, inclusion, diplomacy and thoughtfulness.
* Master degree in Education preferred.
* Colorado Director Qualified.
* Ideally, the new Director of Preschool and Kindergarten would begin on July 1, 2020.

**Reports to: Full-time position reporting to the Head of School**

**Compensation: Competitive salary, commensurate with experience**

* Health, dental, vision insurance, short-term disability paid 100% by the school, employee only
* Life insurance paid 100% by the school for the employee only
* After one-year of service, participation in 401K, school contributes 3% of salary

**How to Apply**

Interested candidates need to send the following materials to the Head of School, Deb Deverell, no later than noon on April 3, 2020.

* Resume
* Statement of Preschool Educational Philosophy

**Please send application materials to:**

Deb Deverell

Head of School

Paddington Station Preschool

1301 Quebec Street

Denver, CO 80220

OR

[deb@paddingtonstation.org](mailto:deb@paddingtonstation.org)

**Timeline:**

* A response will be sent to all completed applications
* Head of School, and/or any member of the Search Committee may make the initial response to an applicant.
* Initial interviews will begin in April with a final decision made by the end of May.

*Paddington Station Preschool and Kindergarten is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.*