



Historic Grace Church Yorktown seeks the next Director of the Grace Day School who is passionate about early childhood education and forming children to know the love of God.

Historic Grace Episcopal Church, Yorktown, VA, is seeking its next Director of the Grace Day School who is passionate about early childhood education and who desires to help children learn and know the love of God. The Director will work in close partnership with the Rector, the Church staff, the Day School Board (oversight provided by the Vestry of the Church), and the community of Grace in carrying out the ministry and operations of the Day School. The Director will be responsible for overseeing the day-to-day operations of a vibrant and loving early childhood program (half-day; 40-50 students enrolled from year-to-year; two-year-olds through Kindergarten) located on the campus of Grace Church in the beautiful and historic Village of Yorktown. The Director will be expected to maintain and promote a loving, nurturing and enriching environment that supports both students and families, and will work with the Rector to build upon the Episcopal identity of the Day School and assist the Rector in further building community between the Day School and Church.

Grace is a historic church in the village of Yorktown, Virginia, where the walls of the church have been a fixture in the community since 1697. While our history is an important factor in who we are, Grace is dedicated to learning more about the fullness of that history and sharing the depth and breadth of our story with those around us. To that end, we strive to be an open-minded group of people with a strong desire to follow Jesus and his way of love. Grace Day School, founded as a ministry of Grace in 1955, is essential to the fabric of our community and we look to build upon the foundation that has been formed over the last 70 years. The new Director will be joining the Grace community at an exciting time as we deepen our commitment to the children and families we serve. Through this commitment, we hope to further develop meaningful relationships between the Day School and the Church, build upon our mission, and create ministry opportunities between the Day School and the Church.

Key Position Highlights and Responsibilities

Leadership, Faculty Oversight and Support - The Director will ensure a loving, safe, and nurturing environment for children to grow and develop by maintaining a positive leadership tone, developing and mentoring the teaching staff, overseeing the curriculum development of the Day School to ensure that it is academically and age-appropriate, and leading the Day School Community with professionalism, warmth, and integrity. The Director will also support the teaching staff by serving as a professional mentor in addressing student behavioral issues and academic challenges and will facilitate communication with families to support and promote student growth throughout the academic year. In addition, the Director will be responsible for hiring and managing the Day School teaching staff and will develop and implement performance evaluations of the teaching staff in order to provide constructive feedback so as to promote a high quality educational experience for the students and create a positive culture of professional growth and development.

Administrative – The Director will be responsible for managing, implementing and scheduling programmatic compliance with local, state and federal laws as well as with church Canons, and with the assistance of the Church Treasurer and Day School Board, will develop and execute the annual operating budget. The Director, in collaboration with the Rector and the Church Facilities Committee, will supervise the school building and classroom operations to ensure the safety and well-being of the teachers and students. In addition, the Director will work closely with the Director of Finance and Administration of the Church to ensure that the classrooms and teaching staff meet the requirements for employment at the Day School; this includes but is not limited to: background checks, sexual misconduct and prevention training, CPR, First Aid and Defibrillator certification, and racial reconciliation training.

Communication – The Director will be responsible for overseeing and/or generating communications to the Day School community, and will also work collaboratively with the Church Communications Director to promote further communication to the Church and wider communities about the life, events, and activities of the Day School. The Director will implement communication structures for effective communication between the teaching staff and the Church staff, as well as formulate a communication plan to keep school families informed about weekly content, seasonal updates, and special notices, ensuring timely and clear information is shared with school families.

Day School Enrollment – The Director will work closely with the Day School Board to facilitate all aspects of the enrollment process for both returning and new student applicants. The Director will also be responsible for facilitating and determining student placement within the school based upon the enrollment for the academic year. The Director will work with the Financial Aid Committee of the Board to oversee the application and selection process for student financial aid. In addition, the Director will work to promote admissions and retention of current students, helping the Board to create, review, and update marketing content and materials.

Student Support – The Director will work to promote a holistic approach to early childhood education and formation through tailored curriculum development, and will support the teaching staff in addressing the students' physical, emotional, cognitive, and social development. The Director will also work with the Rector to support and address the spiritual and faith needs of the students and their families.

Community Development – The Director, with the assistance of the Day School Board, will take the lead on parent education initiatives, hold parent meetings as needed. The Director will collaborate with the Rector, Church staff and teaching staff to organize special events and traditions, including but not limited to events/activities around Halloween, Thanksgiving, Christmas, Easter, and the end of the academic year.

Grants and Fundraising – The Director will be responsible for working with the Board to create fundraising opportunities for the Day School and will work with the Rector to promote connections, fundraising, and ministry/outreach opportunities with the Church community and beyond. Additionally the Director will research and identify applicable grant opportunities and seek Board assistance in writing and submitting proposals.

Professional Development – The Director will maintain a working understanding of recent research to ensure the Grace Day School programming and curricula development reflect best practices in early childhood education. The Director will also facilitate ongoing professional development opportunities for the teaching staff that allow for collaboration, team-building, and the promotion of a positive and professional working environment that will enhance learning conditions for the students.

Qualifications

- Bachelor's degree in Early Childhood Education or closely related field required. Advanced degree preferred but not required depending on the applicant's experience, gifts and skill set. Virginia Department of Education teaching license a bonus.
- Experience in early childhood education.
- 4+ years of leadership and supervisory experience.
- Strong leadership and interpersonal skills as well as strong written and oral communication skills.
- Demonstrated success with program design and implementation, and curriculum development.
- Proven ability to build and maintain strong relationships with students, families and colleagues.
- Willingness to address conflict and take appropriate and professional actions when conflict arises.
- A willingness to work collaboratively and be flexible to the needs of both the Day School and the Church.
- Assume other responsibilities as may be necessary for the smooth operation of the Day School.

Position Type / Expected Hours Per Week

- This is a half-time (25 hrs/wk), twelve-month position. Limited travel and occasional weekend and evening work may be required.

Benefits

- Competitive salary commensurate with experience
- Professional development funding
- Retirement plan with employer match
- Paid leave
- Partial tuition remission for children

Application

The person called to this position will have a caring and compassionate heart, a flexible nature, an open and optimistic mindset, and will find joy and happiness in working with people of all ages, but most especially with children. Please submit a résumé, along with a cover letter addressed to the Rector, The Rev. Seldon Walker, describing why you think you might be called to this position. Application materials should be sent to communications@gracechurchyorktown.org.