**Director of Briarcliff Nursery School**

Briarcliff Nursery School (BNS), established 1947, is a parent co-operative preschool located in Briarcliff Manor in Westchester County, NY. "Learn through play" is the cornerstone of our school’s educational philosophy informing curriculum through our school year and summer programming for children from two to five years old. Our school sits on a beautifully manicured 2 acre fenced-in property that acts as an extension of our classrooms throughout the year.

BNS is accepting applications and resumes for our Director position. Leading all educational and administrative aspects of the school, the Director will:

- Advance the school's "Learn Through Play" educational philosophy and ensure developmentally appropriate curriculum for the school and summer camp
- Represent and promote the school within the communities we serve, with a strong focus on recruiting new students
- Maintain and enhance a public relations plan for the school including online and social media presence
- Recruit, train, manage, and evaluate school personnel
- Oversee the building and property to keep the environment/school safe, clean and attractive
- Educate families about appropriate milestones of child development
- Work in partnership with teachers, parents, and parent volunteers
- Ensure adherence to local and state regulations

**PREFERRED QUALIFICATIONS:**

- Master’s Degree in Education
- New York State Certification for Early Childhood (or be in the process of achieving certification)
- Minimum of 5 years of teaching experience in an early childhood educational environment
- General knowledge of Microsoft Office suite and social media savvy
- Strong creative leadership and communication skills
- Excellent interpersonal, organizational, and business management skills

New Director is expected to be in place for the 2016/2017 school year. This position reports to the BNS Board of Trustees. Attractive compensation commensurate with education and experience. References required.

Qualified candidates should send their cover letter, resume, and salary requirements to:

**EMAIL:**  bnsdirectorsearch@gmail.com

No phone calls please.

BNS is an equal opportunity employer.