



SOUTHERN TEACHERS

A G E N C Y

Director of Early Childhood Program Trinity Episcopal School New Orleans, Louisiana

trinitynola.com

Southern Teachers is assisting Trinity Episcopal School as it seeks a Director for its Early Childhood Division. The *Les Enfants Program* currently includes eight classrooms and 100 students served by sixteen faculty members and an office assistant. Reporting directly to the Head of School as a member of the administrative team in this twelve-month position, the Director also supervises the school's faculty nursery and the Early Childhood summer camp. (The position starts July 1, 2017. Primary responsibility for the summer camp begins in 2018.)

The Director leads the *Les Enfants* admission committee, makes class placement decisions with input from faculty, develops daily class schedules, reviews grades and comments, oversees teachers' disciplinary efforts, and collaborates with faculty in overseeing students' academic progress, identifying students with learning or social needs beyond what is served by the school's program, and helping parents secure outside intervention as needed. The Director recruits and interviews prospective teachers, recommends them for hiring, trains and develops them, observes and spends unscheduled time in classrooms, shares written evaluations and offers teachers praise or positive suggestions for improvement, and holds regular faculty meetings to build community and further the division's goals. He or she develops curriculum in coordination with the faculty and the preschool director, oversees the purchase of resource materials, keeps current on educational literature and curriculum trends, communicates with parents regarding academic and disciplinary progress and problems, encourages their involvement in school activities, ensures processes to meet state licensing requirements and to maintain NAEYC accreditation, arranges for and documents division safety procedures, and assists in managing the division budget.

Ideal candidates hold master's degrees in education with early childhood certification, have at least five years of related classroom experience, and possess knowledge of state licensing requirements and NAEYC standards. They must have the maturity and confidence to provide guidance, understanding, and support to students, faculty, and parents. They must have excellent skills in communication and organization, a high sense of responsibility, and the ability to serve effectively as a model of integrity and professionalism for successful teaching. They must be prepared to maintain certification in CPR and first aid, to maintain highest levels of integrity and professionalism, to establish goals and further their professional development, and to represent the school effectively in the community.

Trinity Episcopal School is a ministry of Trinity Church, one Louisiana's largest Episcopal churches, enrolling 460 students in early childhood through grade eight. As an Episcopal School, its mission includes developing young people spiritually and morally as well as intellectually. While modeling the Christian tradition through age-appropriate, weekly chapel services in the Early Childhood Division and requiring faculty and student attendance, Trinity does not require faculty, families, or students to hold to any specific religious creed or tradition. Indeed, the school believes that a diversity of perspectives is healthy for an educational institution.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.

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