



St. James' Episcopal Church has begun the search for a new Preschool Director. The St. James' Preschool is a program that is more than 50 years old and has a well-established reputation within the Leesburg community and Loudoun County. The preschool currently has 72 students enrolled and serves children from 2.5 through 4.5 years of age.

Mission Statement:

St. James' Preschool provides children with a creative learning experience in a Christian atmosphere of love and acceptance.

Essential Functions Required:

- Creating a vision that represents the Christian ideals set by St. James' Episcopal Church as well as the evolution of best practices for working with young children
- Facilitating a hospitable educational climate
- Providing growth opportunities for teachers to stay up to date with the latest research and best practices in Early Childhood Education
- Supervising instructional program
- Managing human resources to bring about needed improvements within the school
- Stewarding the finances within the school to maintain healthy levels of growth and financial sustainability
- Prioritizing a healthy line of communication between the school community, the church, and the wider community of Leesburg and Loudoun County

Education and Experience:

- Bachelor's degree, Master's degree preferred
- Teaching experience
- Knowledgeable in early childhood education and development
- Business acumen with regard to balancing a budget and financial review

Additional Qualifications:

- Positive, energetic, and motivated
- Confident decision-making and problem-solving
- Strong delegator
- Role model and mentor for the spiritual mission of the school and growth among the faculty and relationships with the families and surrounding community

Benefits:

- Full-Time Position
- Medical/ Vision/ Dental Insurance
- Vacation/ Sick Leave

The Search Committee will receive names with rolling consideration through Monday, March 31. All interested candidates should submit an electronic copy of the following to info@stjamesleesburg.org with the subject line “SJP DIRECTOR SEARCH COMMITTEE.”

- A current resume
- A cover letter explaining interest and qualifications
- A statement of educational philosophy as it relates to early childhood
- Three professional and one personal reference, including contact information