



JOB TITLE: Cranbury Presbyterian Nursery School Director

Reports to: Session via the CPNS Board
Effective: Immediately
Status: Contract and Full-time
Salary: Starting at \$65,000, no benefits or pension

Job Summary

The First Presbyterian Church of Cranbury supports CPNS in seeking an experienced and passionate educational leader with strong communication and educational leadership skills to grow our preschool. CPNS will promote growth through an interactive presence within our community and the church. Our mission is to plant the seeds of spiritual, social, intellectual, and developmental growth within a nurturing, loving preschool environment. We welcome all families, regardless of faith.

Essential Functions

- Implement a developmentally appropriate and engaging curriculum for preschool children in keeping with the church's mission. The curriculum must meet or exceed state, federal, NAEYC standards.
- Ongoing leadership and communication with the church Session, CPNS Board, and families. Be available two nights per month for meetings.
- Build strong relationships with parents, guardians, teachers, the church, and the school communities.
- Responsibilities include management of the school budget, enrollment, document collection, fundraising, and supporting parent programs.
- Oversee and provide meaningful professional development and support for all staff, including teachers and support staff.
- Manage licensure renewals, portals, and communication with the NJ Office of Licensing, the National Association for the Education of Young Children (NAEYC), and Grow NJ Kids.

Minimum Qualifications

- Bachelor's Degree in Education with experience, or a Master's Degree, preferred.
- Early Childhood or Elementary Teaching Experience of at least 5 years.
- Knowledge of preschool developmental milestones.
- Strong knowledge of best practices in Early Childhood/Elementary Education.
- Educational leadership experience preferred.
- Knowledge of Office of Licensing requirements and state curriculum requirements is a plus.
- Excellent Communicator and Public Speaker

- Strong leadership skills and knowledge of Best Practices in Educational Leadership
- Experience in creating and conducting meaningful professional development training and staff meetings.
- Ability to carry out the position's duties, both physically and mentally.
- Ensures the Child Protection Policy is followed, enforced, and updated as needed.
- Must have a clear CARI and no criminal record.

Core Competencies

- **Leadership, Mission, and Vision Alignment:** As a leader, uphold the church's mission and support its values so that the staff works together to meet the goals and further the ministry. Open and responsive to church policies, priorities, and programmatic direction.
- **Supervision and Administration:** Demonstrates leadership in supervising children and teachers while supporting administrative responsibilities for both the school and the church. Strong organization skills.
- **Building, Maintaining, and Growing a Learning Environment:** Ensuring that emphasis is placed on using best practices for learning and teaching for students and teachers with a view towards growing the school.
- **Professionalism, Collaboration, and Communication:** Eager to build positive, constructive, and collaborative relationships with the Session, parents, teachers, volunteers, coworkers, area organizations, and other Christian and non-Christian educational facilities. Strong listener and fosters a respectful, team-oriented culture.