

Executive Director – Lawrenceville Presbyterian Preschool

The Presbyterian Church of Lawrenceville seeks an Executive Director responsible for the leadership, vision, daily administration, and management of Lawrenceville Presbyterian Preschool (LPP), a small but expanding preschool that was established in 1961 on the grounds of The Presbyterian Church of Lawrenceville. The Executive Director is responsible for the on-site management of LPP, a 5-day cooperative preschool for children between the age of 2 and 5 years old. Beginning on or about August 15, the role requires 25 hours per week during the academic year, with a flexible work schedule during the summer. The Executive Director reports to the Executive Board of LPP.

Additional responsibilities include:

- Development and implementation of curriculum;
- Supervision and mentorship of faculty;
- Enrollment management and marketing;
- Communication with both current and prospective families;
- Collaboration with the Executive Board and church staff;
- Creation and implementation of a vision for the future of LPP.

Characteristics and Skills Desired in the Executive Director

It is especially important to LPP to identify the right match for its small community. With that in mind, LPP seeks an Executive Director who possesses:

- Love of young children and commitment to supporting their parents as they enter the early years of their children's schooling;
- Deep understanding of early childhood development, play-based learning, and experience working with young children;
- Excellent leadership and management skills, reflected in a strong, steady hand; commitment to collaboration; and a community-wide growth mindset;
- Ability to sustain a safe, happy place in which to play, work, and learn;
- Capacity to lead and participate in enrollment management for the school;
- Strength in oral and written communication;
- Proven success as a team builder, both at the faculty/staff and administrative levels;
- Ability to work in partnership with the Executive Board, and to be flexible and creative in problem-solving;
- Experience in overseeing the financial well-being of an organization, coupled with the patience for, and understanding of, the nuances involved in managing people;
- A record of successful hiring practices and staff retention; and
- An understanding of the changing landscape of early childhood education and interest in interacting with fellow early childhood leaders in the greater Mercer County community.

The next Executive Director of LPP will have:

- Educational and certification credentials to meet NJ's administrative leadership qualifications (or willingness to earn them);
- Knowledge of NJ accreditation standards, NJ licensing requirements, and other regulatory and quality measures (or willingness to learn this);
- An undergraduate degree in early childhood education, or a related discipline strongly preferred;
- Previous experience teaching at, or directing, an early childhood program is strongly preferred.

Candidates should send a letter of interest and current resume by July 15 to the LPP Search Committee at personnel@pclawrenceville.org