



ASSISTANT DIRECTOR SEARCH

17020 West Road Houston,
Tx 77095

281-463-1912

To Apply

Interested candidates should provide a resume, cover letter highlighting their interest and fit for the position, a statement of educational philosophy, and a list of three (3) references with all contact information, as a single PDF to the Search Committee by July 4, 2022 to school@stcuthbert.org

HOURS: 8 am - 3 pm

START DATE: July 1st, 2022

ST. CUTHBERT EPISCOPAL SCHOOL

AGES 18 MONTHS – 5 YEARS

MISSION STATEMENT

The school program exists as an extension of the ministry of St. Cuthbert Episcopal Church.

The program offers a Christian environment to stimulate early life growth and development. To foster a positive self-image, activities are planned to encourage each child's acceptance of his/her own talents and abilities as well as the talents and abilities of others.

THE PROGRAM OF ST. CUTHBERT EPISCOPAL SCHOOL IS DESIGNED TO MEET THE FOLLOWING GOALS:

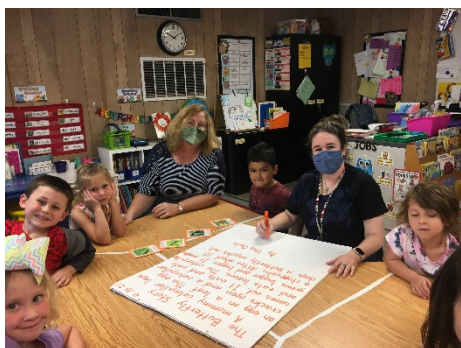
- to encourage each child's expression of his/her feelings and needs in constructive ways.
- to strengthen each child's awareness of his/her individuality, independence, and self-confidence.
- to encourage each child to learn appropriate times to cooperate with other children and adults while maintaining his/her sense of independence.
- to teach God's love and care for each individual.
- to teach Christian values and respect towards others as they apply in each child's everyday activities.

Activities are carefully prepared by teachers to help each child grow spiritually, emotionally, cognitively, physically, socially and are developmentally appropriate.

GOVERNANCE

St. Cuthbert Episcopal School. It is governed by the Board of Trustees under the authority of the Vestry of St. Cuthbert Episcopal Church which retains ultimate responsibility for its financial and physical wellbeing. It consists of the Rector of the church, the Director of the school, representatives from the church and parents.

The school is a Licensed Child-Care Center, licensed by the Texas Health and Human Services and is in compliance with the Minimum Standards of Child-Care Centers.



THE POSITION

As Assistant Director, the candidate will assume duties to assist the director.

These duties include but are not exclusive to,

- Produce Registration Packets
- Assist during Registration
- Produce Communication Folders
- Maintain Student Files
- Input Directory Information and Produce Directory
- Marketing
- S.T.E.A.M class
- Maintain and Purchase Supplies
- Maintain Playground Equipment and Grounds
- Maintain on going Fundraisers & Annual Fundraiser
- Produce Programs for Seasonal Events
- Set-up for Seasonal Events
- Scholastic Book Program / Book Fair
- Maintain a visible presence to staff, students and school families
- Provide support for teachers
- Lead / assist in classroom during teacher absence
- Assist in maintaining spiritual well-being of staff
- Lead morning Chapel lessons

QUALIFICATIONS

- Must be 21 years or older
- Must have a CDA, associates or bachelor's degree
- 12 hours in Early Childhood Education at a College or University
- Two years' experience in a Kindergarten or Preschool
- One year's experience in an administrative capacity at a licensed childcare or comparable facility

CURRICULUM

The curriculum is developmentally appropriate and is implemented through learning centers; through centers the child can move freely and learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience.

The centers will include Blocks, Art, Dramatic Play, Literacy, Manipulatives and Exploration. Additional activities to be implemented will include the following:

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| • Weekly Chapel | Outside learning |
| • Weekly Themes | Learning Without Tears |
| • Letter of the Week | Science |
| • Shape of the Month | Math and Reading (4's & K) |
| • Color of the Month | Optional - individualized computer classes |
| • Motor Skills | Optional - S.T.E.A.M classes |



We structure our curriculum to meet the needs of the majority of the children in the group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation
- Children instigate their own learning
- Learning comes from open-ended experiences
- Adults are facilitators of children's learning

We follow the standards set out by NAEYC (National Association for the Education of Young Children).

STAFF

We believe that the most important asset is the professionalism of our teachers. The St. Cuthbert Episcopal School staff is dedicated to the teaching, guidance, and nurturing of young children. All teachers go through CPR/First Aid and Safe Guarding God's Children classes and are required to have a TB test and receive an initial orientation to the program and the job before working with the students. A complete background check and FBI Fingerprinting is required. Every year all staff members must take continuing education classes in early childhood. This enables them to be informed of current issues and changes in early childhood education. Teachers must be able to always see and hear the children, including naptime. Teachers are required to position themselves, so someone can always hear and see sleeping children, including staff that are engaged with children who are awake. Staff will not combine classrooms or mix groups without approval from a director. Combining classrooms and mixing groups is strongly discouraged unless absolutely necessary.

ACCREDITATION

Promoting high-quality learning by connecting practice, policy, and research. St. Cuthbert School has successfully completed accreditation with the National Association for the Education of Young Children (NAEYC). This accreditation is renewed every 5 years.

