



# St. Edmund's Nursery School

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## NURSERY SCHOOL DIRECTOR JOB OPENING

St. Edmund's Nursery School  
1175 San Gabriel Blvd.  
San Marino, CA 91108

St. Edmund's Nursery School in San Marino is looking for a new Director to begin in late fall 2025 per availability or January, 2026. With the retirement planned for our current director in February 2026, we seek new leadership for our award-winning and highly sought-after school.

### **WHO WE ARE:**

St. Edmund's Nursery School is a warm and welcoming community in the San Gabriel Valley that was established in 1957 by St. Edmund's Episcopal Church. The Nursery School is under the jurisdiction of St. Edmund's Church. The Director runs the school but answers to the Rector and Vestry of the Church when appropriate.

At St. Edmund's there is a feeling of "family" and a sense of "home." We are a California State licensed, non-profit school, that is accredited by the National Association for the Education of Young Children (NAEYC). Admission is open to pre-school aged children ages 2yr. 10mos to 5yrs. We offer a well-balanced curriculum providing opportunity for both structured and developmentally appropriate activities. Our mission is to offer young children an outstanding learning environment and an excellent foundation for future academic, social, and spiritual development. We emphasize basic skills, values, manners and an inclusive religious curriculum while nurturing knowledgeable, responsible, and caring children. St. Edmund's Nursery School accepts up to 101 students per year and has a staff of 21 which includes teachers and support staff. Please see [stedmundsnurseryschool.org](http://stedmundsnurseryschool.org) for more detailed information.

### **EPISCOPAL IDENTITY & EPISCOPAL SCHOOLS**

St. Edmund's Nursery School is upheld by the basic principles of our Episcopal tenets that individuals and institutions are called to strive for justice and peace among all people, and to respect the dignity of every human being. Episcopal schools are not solely communities for Christians, rather as ecumenical and diverse ministries of educational and human formation for people of all faiths and backgrounds. Episcopal schools also integrate religious and

spiritual formation into the curriculum and life of the school community. Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings. We do not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or identity.

### **QUALITIES SOUGHT:**

The person selected for this position must meet the requirements set forth in Title XXII, Section 101515 of the California Code of Regulations. In addition, the person must be a sensitive and mature individual who is able to relate well to both children and adults. This person must have the personality and ability to provide leadership and stability for the program's continuity. This person should assure good communication with the Church Clergy and Vestry; and communicate to parents and the community the goals of the school.

Other Qualities:

- Approachable and Accessible
- Effective teacher and leader
- Genuine affection for and understanding of young children
- Ability to manage difficult conversations with grace and compassion
- Open to feedback
- Strong communication skills—both verbal and written
- Able to listen to the needs of the community
- Must be comfortable with and support our Episcopal Identity and religious connection
- Excellent organizational skills and detail oriented
- Ability to understand and manage a budget

### **RESPONSIBILITIES**

Responsibilities will include, but will not be limited to the following:

#### **ADMINISTRATION**

1. Interview perspective parents giving them a tour of the school, answering questions on philosophy, curriculum, programming, and admission policies.
2. Responsible for the admission of all students.
3. Re-evaluate tuition as needed, collect school tuition, and monitor outstanding fees.
4. Attend monthly School Board meetings and bi-monthly Executive Committee meetings.
5. Be responsible for the daily administration of the school and related activities and routines.

6. Maintain files for all student and staff according to Regulations of Title XXII and the Dept. of Health.
7. Conform to the requirements of Title XXII and the licensing regulations of the Dept. of Social Services, Dept. of Health and the San Marino Fire Dept.
8. Keep a high level, challenging and age appropriate curriculum by working closely with the teaching staff responsible for each class of students.
9. Responsible for school financial records, including drafting annual school budget, monthly bill pay and reimbursements, tuition and fee collection and input of staff payroll (every other week).
10. Review operating budget detail to assure adherence to planned goals for the school year, general ledger reconciliation, tuition plan, staff compensation plan with assistance of Assistant Admin to the Director and SENS bookkeeper.
11. Reporting to the Rector, Church Vestry and the School Executive Committee on enrollment status, personnel activities, and licensing updates.

## **FACULTY AND STAFF**

1. Supervise the school staff, evaluate teachers and self, provide for substitutes, conduct staff meetings once per month and arrange for in-service training and staff development.
2. Interview and hire all staff members which include teachers, assistant teachers, substitutes, admin staff and support staff.
3. Review and evaluate curriculum and programs formulated by staff through classroom observations.
4. Be available to staff for counseling and problem solving.
5. Review teacher's student evaluations covering progress, abilities, and special needs.
6. Review teacher written private school recommendations.
7. Follow clearly defined personnel policies including communications, hiring (as listed in #2), grievances, and termination.
8. Evaluate staff and administer job performance reviews.

## **OPERATIONS**

1. Order supplies when necessary and coordinate repairs or replacements of any equipment in need.
2. Be responsible for the safety program of the school, conducting regular emergency drills in all categories of safety. Be prepared for emergencies such as fire, earthquake or intruder lockdown.

3. Make sure the school's buildings and equipment are safe via building inspections, coordinating needed repairs and working alongside the church parish office.
4. Check on the custodial care, maintenance and repairs of school grounds
5. Facilitate equipment, supplies, and educational material purchases for the school year.

### **CHURCH AND COMMUNITY**

1. Assure good communication with the Rector of the Church and Chaplain to the Nursery School.
2. Communicate to the parents and the larger community the goals of the school including its special nature as an Episcopal School.
3. Represent the school in the community.
4. Work alongside the church to facilitate fundraising efforts.
5. Serve as a member of SENS Nominating Committee for slating parent Board of Councilors members.
6. Delegate responsibilities to parent volunteers when needed.
7. Provide council and problem solving techniques for parents.
8. Manage communication with enrolled and potential families for the preschool.
9. Oversee the postings on SENS website and social media Instagram account.
10. Supervise special school events such as school orientations, restaurant nights, Fall Festival, holiday celebrations, Open House, Parent Party and graduations.
11. Represent the preschool at community fairs to continue promotion of the school.

### **PERSONAL AND PROFESSIONAL DEVELOPMENT**

1. Be willing to grow and develop personally and professionally.
2. Attend Episcopal Commission on Schools meetings when able.
3. Regularly attend programs designed for advancement in education, staff development, administration, training, diversity, and student success.
4. Maintain current membership and accreditation in various organizations such as: NAEYC, NAES, Episcopal Diocese of LA Commission on Schools

### **TECHNICAL QUALIFICATIONS/REQUIREMENTS:**

The applicant should fit within one of the three qualification groupings as well as have the proper certifications and qualifications listed below. **Each of these require confirmation of teaching experience on facility letterhead:**

(1) High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program.

(A) Three of the 15 units required in (h)(1) above shall be in administration or staff relations.

(B) Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

(2) An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program.

(A) Three semester or equivalent quarter units shall be in administration or staff relations.

(3) A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center or comparable group child care program.

(A) Three semester or equivalent quarter units shall be in administration or staff relations.

- American Red Cross Pediatric/Adult CPR and First Aid Certification
- Certified in bi-annual Mandated Reporter Training and annual Integrated Pest Management Training
- Knowledgeable in CDSS licensing regulations and mandates (Title 22 requirements)
- A certificate of completion from an EMSA (Emergency Medical Services Authority) certified program in Child, Health and Safety training.
- Proficiency in MS Office (MS Excel and Word)
- Written and verbal communication skills
- Organized, detail oriented and good interpersonal skills
- Live-scan fingerprinting and background check will be required

- **PHYSICAL REQUIREMENTS**

- Must be able to walk the campus easily as well as walk up and down flights of stairs.
- Must be able to lift 25lbs.
- Must be able to kneel or crouch down on occasion to deal with children
- Must be able to sit comfortably at a desk as needed.

## **SALARY AND BENEFITS**

- Salary: \$70,000-\$80,000 annually, depending on experience and education
- Health and dental insurance benefits for employee only
- Pension plan
- Short and long-term disability plans and group life insurance

## **HOW TO APPLY: Send application to [search@saintedmunds.org](mailto:search@saintedmunds.org)**

1. Deadline to Apply: August 29<sup>th</sup>, 2025
2. Please provide a cover letter stating your interest in the position.
3. A current Resumé
4. Three professional references with name, phone number, and email address of each.
5. A list of all personal or professional social media accounts
6. Please also respond in your letter to the following prompt:
  - What is your educational philosophy?

