

## **Columbus School for Girls Columbus, Ohio**

### **Director of the Program for Young Children Effective July 1, 2017**

Columbus School for Girls (CSG), a pre-k-12 independent day school in Columbus, Ohio, empowers girls to discover their distinct potential as learners and leaders. CSG's bucolic 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with the artistic, civic, and shopping experiences that belie the ease of lifestyle that the city affords its residents. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

The Program for Young Children (PYC) is seeking a skilled, experienced leader to assume the position of Director in July, 2017.

The PYC serves more than 75 children, aged three- to six-years-old. A member of the senior administrative team, the PYC Director reports to the Head of School and is responsible for managing the day-to-day operations and the strategic direction of division.

#### **Major Functions and Responsibilities:**

- Serves as the intellectual leader of the PYC
- Is responsible for the day-to-day operations of the PYC
- Oversees the academic, social and emotional well-being of PYC students in partnership with PYC/LS counselor
- Oversees developmental progression and academic program of the PYC
- Works with the Head of School and department heads to recruit, hire, support, evaluate, and retain PYC faculty
- Partners with Department Chairs and Director of Studies to oversee curricular program
- Oversees communication between school and parents and meets with parents about issues of mutual concern
- Partner with Admission office to recruit, select, and retain students for the PYC division
- Works with the teachers of the PYC to provide a sense of community and common purpose and to facilitate transition between classrooms
- Works with the Directors of the Lower School, the Middle School, and the Upper School to provide a sense of community and common purpose for the entire school and to facilitate transition between the divisions
- Plans and facilitates PYC division meetings for faculty
- Experienced in complying with state and local laws to maintain licensing

#### **Experience, Characteristics, Qualities:**

- Minimum of Bachelor's degree, preferably in early childhood education; Master's degree preferred in an applicable area of academic focus
- Experience as a school administrator, preferably in an independent school
- Demonstrated success setting expectations for professionalism, accountability, and collegiality
- Experience leading a school that values a student-centered, project-based approach to teaching and learning

- Strong knowledge of early childhood education and Reggio-inspired practice
- A community-builder who solves problems and builds consensus skillfully
- Demonstrated understanding of the developmental needs of students aged 3-6-years-old
- Able to manage the tension between developmentally-appropriate learning environments and preparation for an academically-challenging curriculum

**Other Roles:**

- Sits on Administrative Team
- Sits on Curriculum Council
- Sits on Admission Committee and assists in admission decisions for the PYC
- Sits on Operations Committee
- Serves on or leads committees as warranted

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbusschoolforgirls.org](mailto:hr@columbusschoolforgirls.org).

Please put ***PYC Director Search*** in the subject line.

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