



153 North Eagle Road
Havertown, PA 19083

P 610.446.8070
W manoa.org

POSITION:

Nursery School Director

OVERVIEW

Manoa Community Church (www.manoa.org) is seeking a full time Nursery School Director to lead the incredible team of teachers, staff, parents, and children of our school. The Director is responsible to provide an excellent Christian pre-school experience to all children, ages 2 1/2 through 5 years old, bridging the gap between home and a more formal education. The Nursery School Director reports to the Pastor, as Chief of Staff, as well as the Nursery School Committee, which is a committee of our Church Elder-Board (Session).

SCHOOL OVERVIEW

As a ministry of Manoa Community Church, our nursery school has been educating, enriching, and preparing children in the Havertown area for over 50 years. Classes meet within the church building and run Monday through Friday mornings from 9 AM - 3 pm (see www.manoa.org/nurseryschool) for class schedules). Each day opens with a staff devotional and prayer at 8:30 AM, typically led by the Director. Classes are filled with Bible stories, music, crafts, seasonal topics, games, learning centers, snack, and free time. Specific areas of concentration are socialization, early literacy and math, and the development of large and small motor skills. Additionally, we provide many special opportunities throughout the year for enrichment and for children to share with their families and friends what they are learning.

SCHOOL GOALS

The Manoa Nursery School Director will manage the school and staff to help children:

- Understand who Jesus is and what He came to do
- Know they are special and loved by God, developing a feeling of value and confidence in their abilities
- Develop a courteous and respectful behavior
- Obey rules, follow directions, and care for property
- Accept personal responsibility and solve problems
- Become more aware and appreciative of the world around them that God has made
- Learn to develop ideas and communicate clearly
- Develop early math and literacy skills
- Learn to express creativity through various media
- Develop muscular skills and coordination

ABOUT THE CHURCH

Manoa Community Church is located on 153 N. Eagle Road in Havertown, a suburb of Philadelphia. It is a great place to raise a family and has excellent public and private schools options, as well as thriving home school networks. The church has a rich history in the community, dating back to 1940. We exist in this community to passionately worship God, deeply grow in his grace, and sacrificially fulfill his Great Commission together. Our vision is to fill Havertown, Delaware County, Philadelphia, and the end of the earth with the glorious Gospel of Jesus Christ. Our motto at Manoa is "Grace Changes Everything." We are grace-centered in our theology and culture. Grace shapes who we are, including our five core GRACE-values.

1. GOSPEL

We are centered on the Gospel of Jesus Christ, keeping it the focus of who we are and all we do.

2. REST

We are a safe community for broken and weary people to find healing and rest for their souls.

3. AMBITION

We dream and pray big, believing God for supernatural results beyond our imagination.

4. COLLABORATION

We partner with Christians across denominational lines to see our region saturated with the Gospel. This includes hiring Christian teachers from other Gospel-centered churches, not simply Manoa.

5. EMPOWERMENT

We encourage one another to reach our fullest potential in Christ, both believing and expecting the best from each other.

REQUIREMENTS

- Passion for Christ, deep love for children and an exemplary life consistent with the character requirements of leaders found in Scripture (Titus 1, 1 Timothy 3, Acts 6)
- Willing to become a member of Manoa Community Church
- Excitement and endorsement of Manoa's core beliefs, values, vision and mission (manoa.org/beliefs) and full agreement with Manoa's moral convictions as outlined in the EPC Position Papers, including the sanctity of life, marriage and human sexuality (manoa.org/epc)
- A team player with excellent communication and administration skills
- Strong ability to multitask, manage time and prioritize
- Bachelor's Degree in Early Childhood or Elementary Education preferred
- Prior teaching and leadership experience
- Background checks and Ministry training. (www.mobilizemyministry.com)

RESPONSIBILITIES

- Interviews and selects prospective Staff Members to bring the Pastor for hiring
- Organizes and conducts regular In-Service Training, Staff Meetings, Curriculum Meetings, Evaluations, and daily Staff Prayer Time
- Acts as a resource for all Staff Members and assists them in seeking resolutions to classroom difficulties
- Obtains substitutes for Staff Members when necessary or serves as substitute teacher, as needed
- Works in coordination with administrative personnel
- Demonstrates a strong ability to navigate Microsoft programs and social media platforms
- Partners directly with bookkeeping and finance manager
- Sits on PVO (Parent Volunteer Organization) as a resource

ADMINISTRATIVE

- Answers all Nursery School inquiries from prospective parents, and hosts families when they tour the school throughout the calendar year
- Serves as Registrar in coordination with administrative personnel
- Provides guidance in the planning of, and has final approval for, all Nursery School Curriculum
- Inventories and orders Nursery School supplies and equipment on an annual and on-going basis in coordination with administrative personnel
- Assures that facilities and classroom equipment are clean and in good condition
- Plans, organizes and arranges for field trips, special classroom guests, and other activities
- Prepares annual Nursery School Budget, in coordination with other administrative support personnel
- Prepares and shares monthly reports for the Nursery School Committee and also attends monthly Pastoral Staff Meetings

STUDENTS AND FAMILIES

- Greets families at the door as the children arrive and are dismissed
- Becomes familiar with all students and their families
- Visits classrooms in session on a regular basis to conduct informal classroom audits.
- Serves as liaison between students, families and Staff

COMPENSATION

The Director's salary will be received through the church payroll on a bi-weekly basis from July 1 through June 30. The Director will be paid according to the established MNS Salary Schedule approved by the Church Board (Session) through the School Board.

APPLYING

To apply for the Nursery School Director position at Manoa Community Church, please send your cover letter and resume with references to employment@manoa.org