



AL-RAHMAH SCHOOL & NURSERY

Islamic Society of Baltimore
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Job Title: Al-Rahmah Nursery Director

Job Type: Full Time Position

Job Category: 12- 1

Job Purpose:

Responsible for the operation and instructional leadership at Al-Rahmah Nursery & Al-Rahmah Summer Camp. Trains and supervises staff, sets instructional objectives, and works to build a rapport with parents. Works to always improve and expand the program.

Job Description / Responsibilities Include:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- **Manage day-to-day activities at a preschool/childcare center.**
- **Create instructional resources for use in the classroom.**
- **Develop academic programs.**
- **Monitor students and teachers for progress.**
- **Train, encourage, and mentor teachers and other staff.**
- **Manage career counseling.**
- **Administer record keeping.**
- **Supervise teachers and other support staff.**
- **Maintain rapport with parents.**
- **Handle tours and marketing.**
- **Prepare and manage budgets along with monthly/annual reports.**
- **Work actively with teachers to maintain high curriculum standards.**
- **Formulate mission statements.**
- **Establish performance goals and objectives.**
- **Explain or answer procedural questions.**
- **Hire, train, and evaluate teachers.**
- **Visit classrooms and observe teaching methods.**
- **Examine learning materials.**
- **Review instructional objectives and adjust accordingly.**
- **Meet with other administrators, parents, and community organizations.**
- **Upkeep of all childcare center licensing standards including ‘Certificate of Compliance’**
- **Upkeep of all MSDE MD Excels Accreditation standards.**
- **Ensuring Al-Rahmah Nursery is up to code for scheduled and unscheduled state inspections.**
- **Designing, implementing and evaluating the summer camp program.**
- **Hiring, training and evaluating summer camp staff.**
- **Summer Camp marketing, registration and operations ownership.**



Perform related work as required by the Al-Rahmah Board of Education (BOE). The job requires an enthusiastic, imaginative and energetic individual capable of gaining the full potential from each teacher and child.

Skills/Qualifications:

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all programs in a school; skill in oral and written communications; ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.
- Strong background and knowledge in Childhood development and its implementation in an educational setting, Bachelor's Degree in education administration or related field, teaching experience in the USA, basic knowledge of the State and Federal laws required.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

Core competencies:

- Principles of early childhood education
- Child health, development and growth
- Creative experiences for young children
- Child health, safety and nutrition
- Administration of childcare and education
- Methods in curriculum development
- Strategies in early childhood guidance