St. Francis
EPISCOPAL CHURCH

9220 Georgetown Pike
Great Falls, Virginia 22066
703.759.2082; fax: 703.759.0874

Director of Preschool

Full-Time Position | St. Francis Creche Preschool
St. Francis Episcopal Church | Great Falls, Virginia

Join Our Community
St. Francis Creche Preschool is seeking an **experienced, compassionate, and dynamic Director** to lead our established preschool serving children ages 2–5. Located on the beautiful six-acre campus of St. Francis Episcopal Church, the Creche provides a nurturing, inclusive environment where children are encouraged to learn, grow, explore, and develop their individual potential.

The Opportunity
The Director provides overall leadership for the preschool and is responsible for its daily operations, educational programs, staff, enrollment, family relationships, budget, facilities, and regulatory compliance.
We are looking for a leader who genuinely enjoys working with young children and who leads with **love, compassion, patience, professionalism, and respect**. The successful candidate will value and empower teachers, build strong relationships with families, and help guide the continued growth and development of the Creche.

Key Responsibilities
- Lead curriculum, educational programming, Chapel, enrichment, and special programs.
- Recruit, hire, supervise, evaluate, mentor, and develop teachers and staff.
- Create a collaborative, supportive, and professional staff culture.
- Build strong relationships and communication with children and families.
- Oversee enrollment, admissions, daily operations, safety, licensing, and compliance.
- Manage school facilities, classrooms, playground, and outdoor learning spaces.
- Develop and manage the annual operating budget.
- Support enrollment growth through marketing, communications, and community outreach.
- Work collaboratively with the Rector, Creche Board, St. Francis staff, and parish community.

Qualifications

- Bachelor's degree or equivalent in Early Childhood Education, Child Development, Education, Business Administration, or a related field.
- At least **six years of early childhood education experience**, including classroom and supervisory experience.
- Experience with curriculum development and staff leadership.
- Strong communication, organizational, administrative, and problem-solving skills.
- Ability to build positive relationships with children, families, teachers, and the broader community.
- Commitment to creating a nurturing, inclusive, and developmentally appropriate environment.

Preferred: Master's degree; preschool leadership experience; experience with enrollment, budgeting, marketing, regulatory compliance, or a faith-based educational environment.

Compensation & Benefits
Salary: $85,000

- 8 weeks paid vacation
- Paid holidays
- Group health benefits
- Retirement benefits
- Beautiful six-acre campus in Great Falls

Start Date
The Director will assume full responsibility in **June 2027** for the 2027–2028 school year. Paid overlap with the current Director is available and encouraged in spring 2027.

How to Apply Please submit a résumé, cover letter describing your interest and approach to early childhood leadership, and professional references.

Rev. E. Weston Mathews, Rector
Creche25@Stfrancisgreatfalls.org
St. Francis Creche Preschool
St. Francis Episcopal Church
Great Falls, Virginia