



[The Dewey School](#) seeks an Executive Director to carry on the mission of our preschool; offering early learning rooted in play and exploration of the natural world. Situated on 700 acres in central New Hampshire, our nature-based preschool is inspired by the Reggio Emilia Approach to learning. Our children and teachers are co-constructors of knowledge indoors and out. The Dewey School is located on the grounds of the historic Canterbury Shaker Village, a National Historic Landmark that preserves the legacy of a progressive 200 year old Shaker community.

The Dewey School provides a joyful early learning environment focused on nature; where children are viewed as capable and competent citizens who express themselves in various ways; where opportunities to grow through play and student interest are fostered; where developing a sense of community is valued and exploring nature is embraced outside and in!

We welcome your interest in leading The Dewey School, a learning community, where nature is the Third Teacher.

Executive Director/Teacher Position Description

The Executive Director develops and supports the implementation of Reggio-inspired, **nature-based pedagogy** in collaboration with the teaching team. In alignment with Reggio-inspired pedagogical philosophy, the ED strives to communicate in a way that honors the Dewey learning community as inherently capable individuals who use many languages and forms of expression in their interpretations, interactions, and sensemaking activities. As a teaching team, it is understood that the children are the curriculum as it strives to further their learning experiences in alignment with **both** nature-based and Reggio inspired philosophies. As the facilitator of the team, the ED is a willing participant in all community activities of The Dewey School that deepen and foster our relationships with the community we serve as well as the Shaker Village. The ED embodies the mission, vision, and values of The Dewey School at all times when interacting with peers, parents, children, and the community.

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Responsibilities & Duties

Administrative

- Provide leadership to support the program's vision, philosophy, mission, goals and operation.
- Support an organizational climate that fosters trust, collaboration and inclusion among the Dewey School Community – children, families, educators, and board of directors.
- Build and maintain the school's close relationship with Canterbury Shaker Village.
- Demonstrate a commitment to a high level of continuing professional competence for both the teachers and Executive Director rooted in the promotion of the school's philosophy.
- Coordinate and oversee the business and management of the school, in collaboration with the board of directors.
- Collaborate with the Board treasurer to create a proposed budget that aligns with goals and objectives.
- Attend monthly board meetings in order to present monthly director reports, and participate in board ad-hoc committees as needed.
- Coordinate Dewey community events (Solstice celebration, full moon fire, end of year celebration, etc.).
- Maintain records on all children (and families) enrolled at The Dewey School as required by licensing and Dewey School policies.
- Provide professional support to teachers using the Danielson Model of self reflection for professional growth and development.

Nature-based, Reggio Inspired Teaching

- Be a member of the teaching team M-F mornings 8-11:30.
- Collaborate with the teaching team to organize, maintain, and implement classroom environment, emergent curriculum materials, and ongoing documentation related to curriculum.
- Collaborate with the teaching team to collect, organize, and maintain ongoing Pathway Portfolios documenting the learning of the children.
- Collaborate and coordinate with families and external agencies (as needed) to ensure equity for children with special rights (needs). Maintain all related documentation including attending IFSP and IEP meetings, goals and objectives, and growth reports.

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- Maintain effective written, electronic, and oral communication with families, and, along with the teachers, conduct individual family conferences at least twice annually.

Other

- Oversee and update website and social media as needed.
- Marketing/sales (create graphic design of advertisements and printed promotional materials)
- Maintain inventory and order materials and supplies as needed
- Create needed reports from state or national partners as required

Minimum Qualifications/Requirements:

- Baccalaureate degree or master's degree (preferred) in Early Childhood Education, Environmental Education, or related field.
- Nine credits in administration, leadership and management.
- Proficient knowledge of, and a commitment to, Nature-based education, as well as familiarity with the Reggio Emilia Approach, emergent curriculum, and play-based education.
- Minimum of five years' experience working with young children and families.
- Experience working with a nature-based curriculum
- Ability to provide leadership to support the program's vision, philosophy, mission, goals, and operation.
- Excellent communication, writing, and computer skills.

Compensation and benefits:

Full Time (exempt) 46 week position: 40 +hours per week (8-11:30 teaching in the classroom and as needed) with remaining time performing ED duties.

Compensation: Pay is commensurate with experience, training, and credentials and paid on a bi-weekly basis.

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Benefits: This is an exempt position, therefore this salary is intended to be compensation for all hours worked. In addition, the following benefits are offered:

- Vision Insurance
- Dental Insurance
- 11 paid days of renewal: Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving (three days), New Years (three days), Civil Rights Day, and Memorial Day. Vacation weeks such as Holiday vacation, Winter vacation, and Spring vacation as noted on the calendar, are not paid.
- Paid inclement weather days (as determined by the Shaker Regional School District)
- 4 paid days of in-house professional development
- Professional development reimbursement of up to \$400/year with evidence of successful course completion
- Three regularly scheduled or their equivalent paid personal/sick days (non-accruing).
- Professional memberships:
 - **NAREA** (North American Reggio Emilia Alliance) Annual membership is from October 1-September 30.
 - **ERAFANS** (Eastern Region Association of Forest and Nature Schools)
- Membership to the Canterbury Shaker Village
- Wilderness First Aid Certification (two year national certification)

Please send your letter of interest and resume to:
Mr. James Marino, Board Chairman
The Dewey School
deweyschoolboard@gmail.com

The position will remain open until filled.

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