



# Coastal Kids Preschool

Providing an inclusive, developmentally appropriate education for preschool children of all incomes and abilities

**Coastal Kids Preschool  
Damariscotta, Maine**

## **EXECUTIVE DIRECTOR**

### **2022 Spring Opening**

*Coastal Kids Preschool is an inclusive, private, non-profit school located in scenic Mid-Coast Maine, serving children of all incomes and abilities. We offer high quality, developmentally appropriate preschool, after school, and summer camp programs for students from 15 months to 7 years old. We encourage children's creativity, kindness, and learning through an active and supportive program of play and discovery, and are proud to hold accreditation from the National Association for the Education of Young Children (NAEYC) and to be a Maine Roads to Quality (MRTQ) Level 4 program - the highest designation offered by the state's early care and education professional development network. The school has 92 students; a third of our student enrollment is reserved for children who have special needs. We have a staff of 26 that includes teachers, educational technicians, 1:1 aides, therapists and a small administrative team. Staff collaborate closely with as many as 15 therapists and providers from local agencies.*

POSITION	Executive Director
REPORTS TO	Board of Directors
FLSA STATUS	Exempt
HOURS/WEEK	40

### **POSITION SUMMARY**

The Executive Director plans, organizes, directs, and coordinates all business, operations, and activities of Coastal Kids Preschool, and implements policies and directives of the Board of Directors by assuming overall leadership and administration of the organization and its programs. The Executive Director oversees the work of a cohesive, collaborative administrative team that includes an Education Director (responsible for all educational programming), a Special Education Coordinator (responsible for all special education services), an Office Manager and a Bookkeeper. The Executive Director actively supports and empowers all administrative and teaching staff while assuring successful implementation of all aspects of the school's program and activities.

### **SPECIFIC RESPONSIBILITIES**

**Operations** – serves the organization's mission of providing an inclusive, developmentally appropriate curriculum for preschool children of all incomes and abilities; supports the Education Director in managing and supervising school program; oversees crisis management; ensures quality and effectiveness of both educational programming and administrative support functions; collaborates directly with the Board re: all program needs, accomplishments, policies and procedures, and strategic planning; prepares agendas for Board meetings in collaboration with the Board President; directly collaborates with Child Care Licensing and other federal and state regulators to ensure compliance in all areas; oversees and approves all contractual arrangements and agreements with agencies, firms, and individuals external to the organization, with Board approval as required; keeps informed and knowledgeable of all regulations affecting the organization's operations; ensures safety, stability, and future sustainability of program

**Facilities** – manages and monitors all functions of physical plant including classrooms, school buildings, playgrounds, driveway, and property; organizes routine maintenance and repairs as needed; performs regular building needs assessments; plans building modifications and future improvements in collaboration with staff and with the Board of Directors; assures compliance with local, state, NAEYC, and Child Care Licensing regulations for all school facilities

**Human resources** – performs the usual duties of a manager including interviewing, hiring, supervising and evaluating subordinate staff, resolving employee conflicts, and assigning tasks to maximize individual and team performance; advertises open staff positions; handles MEMIC claims; determines annual staff compensation, job descriptions, and benefits in consultation with the Board; supports Education Director in determining weekly staffing and classroom coverage and leading staff onboarding, training, management, and evaluation

**Finance** – ensures the financial viability, stability, and future sustainability of the organization with sound fiscal planning, oversight, and acquisition of funding; prepares and manages the annual budget in collaboration with the Board of Directors; facilitates annual professional audit process; establishes and maintains internal controls; prepares financial analyses and reports as needed for the Board and other outside entities

**Development** – engages all program stakeholders; builds meaningful relationships with community partners; actively engages in community events; connects with new and existing donors; carries out robust development plan including individual and corporate donor cultivation; researches and writes effective, compelling grants; plans and collaboratively leads special fundraising events; ensures a visible, positive, and accessible organization, increasing public awareness of the organization through coordinated public relations efforts

**Policy and outreach** – engages in policy and outreach related to Early Childhood Education, childcare, and funding at the state and federal level through MaineAEYC, NAEYC, and speaking directly with and/or presenting to legislators; establishes cooperative relationships with governmental agencies

**Communications/media** – collaborates with Development Committee to produce two newsletters and two appeal letter mailings per year; authors content for publication in the Lincoln County News and/or other media; posts regular updates to social media including the school’s Facebook and Instagram feeds; updates and maintains content, formatting, photographs, and linked documents on the school’s website; clearly and compellingly shares thorough, engaging, and timely information by email with all school stakeholders

*Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar in nature, related, or a logical assignment.*

## **REQUIREMENTS AND QUALIFICATIONS**

### **Job requirements**

- Excellent interpersonal, organizational, management, and collaborative leadership skills
- Excellent knowledge and understanding of preschool children’s educational needs, including comfort level in working with children with disabilities
- Ability to lead/support children and adults from diverse cultural and socioeconomic backgrounds
- Ability to interact diplomatically and to provide supportive and cooperative working relationships with students, parents, staff, and the community
- Ability to handle confidential information with discretion
- Ability to maintain composure, even in stressful situations
- Detail-oriented, strong oral and written communication skills
- Ability to prioritize work deadlines and requirements
- Ability to lift and move up to 50 pounds
- Facility with technology including MS Office, G Suite, online database applications and networking tools, social media (QuickBooks and DonorPerfect experience also recommended)

Job qualifications and credentials

- Bachelor's Degree in liberal arts, business, communications, education, human services administration, or related field is required; Master's Degree is preferred
- 3 – 5 years in a senior management role is required, preferably in providing social services
- Fundraising experience is required, including both grantwriting and donor cultivation work
- An extensive understanding of the social services environment, government funding, and compliance with all applicable regulatory agencies is required
- Strategic planning experience preferred
- Valid Maine Criminal History Records Check
- COVID vaccination required

*Compensation for this position is salaried; benefits after three months include paid time off, paid school holidays, staff tuition discounts for dependent children, professional development funding, and medical contributions to Health Savings Accounts (HSAs).*

Interested applicants should email letter of interest, resume and 3 professional letters of reference to Valerie Mattes at [valerie.mattes@coastalkidsme.com](mailto:valerie.mattes@coastalkidsme.com).

Applications will be accepted until a suitable candidate is secured.

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EOE

<https://www.servingschools.com/job/ycl7jp/executive-director/damariscotta/maine>