



Chelsea Day School
Director
New York, NY



Introduction



Founded in 1981, Chelsea Day School (CDS) is an independent preschool with a strong and vibrant community serving children 2.3 to 5 years. The dedication of the administration and the faculty is reflected in the beautiful, child-centered art and documentation of the children's learning on the walls and the laughter of the children in the classrooms.

Children are at the core of the life of the school, each child valued as an individual with their own likes and dislikes, points of view, and desires. Dedicated and knowledgeable teachers support each child and listen carefully to them as they reveal who they are.

Play-based learning permeates all aspects of the program. Teachers at CDS believe that children play to make sense of their world, to learn about themselves and each other, to develop language, to gain self-confidence and self-control, and to understand and express their feelings. Of the highest importance at CDS is the support of each child emotionally, socially, cognitively, and physically in a warm environment which is at the same time both free and self-regulating. The curriculum emerges from each of the classroom communities. Teachers and children work as partners as lessons emerge from child-led questioning to make deep connections with the subject matter.



Chelsea Day School At a Glance

Mission

- Nurture and guide each child's development physically, socially, emotionally, and intellectually in an environment where learning unfolds through play, inquiry, and exploration. Creativity and artistic expression are honored as part of every day.
- Provide a safe place in which the multiple relationships among children, staff, parents, and caregivers are recognized, respected, and encouraged. Self-regulation and responsibility are promoted and facilitated in a supportive environment that is organized, clear, and consistent.
- Build a diverse community that reflects our city at large. Our children speak many languages, learn in individual ways, and come from a variety of family structures, circumstances, and cultures.
- Come together through our children and our shared desire so that their earliest school experiences provide a foundation of thoughtfulness, confidence, and excitement about the intrinsic pleasure of learning.

Facts and Figures

Founded: 1981

2022-23 Enrollment: 108

2's/3's: 33

3's: 38

4's: 37

Students of Color: 40%

Employees: 26

Average tenure of Faculty: 11 years

Faculty with advanced degrees: 50%

Facilities: 10,600 square feet

Operating Budget: \$3.8million

Tuition: \$6,600 - \$37,900

Financial Aid: \$131,780 to 10% of students

Total Funds Raised, 2021-22: \$450,336

Parent Participation in Annual Giving: 81%

Board: 14 members, many of whom are CDS parents or former parents, with experience in fields including finance, real estate, education, law, and corporate communications.

Accreditation: New York Association of Independent Schools (NYSAIS)

Memberships: ISAAGNY (Independent Schools, Admissions Association of Greater New York), DECA (Downtown Early Childhood Association)

On the Web: [Chelsea Day School](https://www.chelseaday.school)



Opportunities and Challenges Awaiting the Next Director

Chelsea Day School's next Director will join a community of passionate and skillful early childhood educators with unmatched respect for and understanding of children. This is an opportunity to lead a strong administrative team and build on the significant legacy of the school's founder Jean Rosenberg.

The next Director will partner with a dedicated Board of Trustees that will continue its strategic focus with respect to the school's financial well-being and future planning of facilities. The Board is also committed to providing appropriate support to the Director in mentoring faculty and guiding parents, all to ensure the deep care for children that is a hallmark of CDS.



The Director will lead the school during an important time of transition, as the departure of the current Director after more than four decades of service is certain to present both opportunities and challenges. The new Director will be expected to be an enthusiastic partner in the school's ongoing DEI efforts and to enhance the evolution of a child-centered curriculum guided by teachings at Bank Street College and inspired by the practice of the Reggio Emilia Schools in Italy.

The CDS faculty is excited about examining and honing their craft under the leadership of a new Director.

Chelsea Day School has grown from one class to eight classrooms in four consecutive locations over its 42 years, and each of the bright and inviting classrooms has its own ethos and feel. The new Director should understand the importance of inspirational physical spaces for young children and help guide the development of facilities as CDS moves into the future.



Key Responsibilities

Enrollment

The Director is the public face of the school and works closely with the Admissions Office to attract diverse families, manage enrollment, and tell the story of Chelsea Day School to prospective families.

Exmissions

The Director leads the exmissions process, guiding families as they choose the next steps for their children. To do this work, the Director should be familiar with New York independent, parochial, and public schools and be excited to strengthen those relationships.



Technology

While students at CDS do not use screens or electronic technology, the Director will need to be well-versed in current software and technology that could enhance certain procedures and protocols in the administration of the School.

Faculty Recruitment and Retention

Teachers are the heart and soul of CDS. The Director recruits and hires teachers who are aligned with the School's philosophy and who have strong backgrounds and experience in early childhood education. In addition, the Director develops and leads the onboarding process for new teachers. Finally, the Director works to support and coach current teachers so that they are set up for long-term success at the School.

Parent Mentoring and Guidance

Parent education and mentoring are of paramount importance at CDS; teachers and administrators enjoy strong relationships among a warm community of families, many of whom have built lifelong friendships that began when their children attended CDS. The Director will continue to build on these relationships, guiding and mentoring current parents through the early years of their children's growth.

Fundraising and Marketing

Understanding the importance of fundraising for the School to achieve its goals, the Director works with the Board of Trustees and the Development Director to support and participate in

fundraising and marketing activities. The Director plays a key role in telling the story of “Why Chelsea Day School?”

Location

The Board of Trustees at Chelsea Day School has been actively seeking a permanent home, and in partnership with the Director will continue to devote serious attention to finding a permanent space and exploring fundraising opportunities to help secure it. The Director’s knowledge and understanding of inspirational educational spaces that align with CDS’s philosophy will be an important critical lens for this potential move.

Faculty Evaluation and Professional Development

The Director creates structures around evaluation, feedback, and professional development of faculty.



Desired Qualifications and Qualities

Professional Qualifications and Experience

- A strong background in early childhood education and child development.
- A former classroom teacher who remains a teacher at heart.
- Expertise in evaluating, coaching, and mentoring faculty and guiding professional growth.
- A skilled and responsive manager of programs, people, and schedules.
- Experience in and commitment to fostering a diverse, equitable, and inclusive school community.
- Ability to recruit and retain talented and dedicated teachers.
- Experience in building relationships with other schools and school leaders in New York City schools.
- Experience working with a Board of Trustees.

Skills and Competencies

- Superb communication skills, including excellent written, verbal, and presentation skills.
- Strong, empathic listening skills.
- Demonstrated ability to be the public face of the School.
- Skillful in or a desire to learn and grow in fundraising and marketing.
- A team player and consensus builder with a warm, positive, collaborative nature.
- The ability to delegate.
- A fine-tuned sense of humor.
- A presence that inspires confidence, including facility in giving and receiving feedback and balancing the broad range of needs and demands of multiple constituencies.
- Courage to take risks, embrace challenges, and see opportunities for growth.
- Boundless joy for working with young children.
- Excellent problem-resolution skills and a willingness to engage in difficult conversations.
- Highly organized with excellent technology skills and comfort in learning new tools.



Benefits and Compensation

Anticipated salary range: \$200-\$300K with a strong benefits package.

Application Requirements and Search Process

DRG is conducting this search on behalf of Chelsea Day School. Interested candidates should submit, as soon as possible, materials that include the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- A statement of educational leadership philosophy.
- An additional writing sample of your choice (newsletter, talk, article, etc.).
- A list of three references (references will not be contacted until the finalist stage of the search).

Application Deadline: August 11, 2023

Start date: July 1, 2024

This position description is based upon material provided by Chelsea Day School, an equal opportunity employer. The Chelsea Day School Director search committee is excited to meet seasoned and inspiring educational leaders with diverse backgrounds.

To apply for this position, please click [HERE](#).

Laura Hansen, Senior Talent Consultant
lhansen@drgtalent.com

Jennifer Fleischer, Senior Talent Consultant
jfleischer@drgtalent.com

