



Community Presbyterian Church
Thomas B. Hargrave Educational Center
Board of Directors
801 Tazewell Street
Portsmouth, VA 23701
Rev. Dr. Wilbur C. Douglass, III, Pastor
Church: (757) 485-9077/ Fax: (757) 485-3842
Email: office@cpcportsmouth.org

VACANCY ANNOUNCEMENT

Position: Director, Thomas B. Hargrave Educational Center
Location: 801 Tazewell Street, Portsmouth, Virginia
Application Timeline: Open September 15, 2020, until filled :
Salary: Based on education and experience
Employment: 12 months, full time

GENERAL DEFINITION AND CONDITION OF WORK:

Performs professional and competent work in the administration and supervision of an Early Childhood Educational Center and its multitude of instructional, non-instructional and innovative programs; leadership and supervision are exercised over the TBH teaching and educational center support staff. The Community Presbyterian Church Pastor provides day-to-day supervision of Director's work. Director is accountable to the Session of Community Presbyterian Church through the general supervision and oversight of the Thomas B. Hargrave Board of Directors.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the practices, methods and techniques used in the administration and supervision of all facets of pre-kindergarten education leadership; broad base experiences in the use of technology; thorough knowledge of pre-k instructional programs congruent with state curricula; excellent oral and written communication skills, competent recordkeeping and management of financial transactions; efficient in collaborating with food service staff regarding the planning and facilitating of food purchases and services; exemplary skills in establishing and maintaining a conducive and safe environment for learning and play, in compliance with "safe schools" guidelines; robust human relations skills in maintaining positive, yet professional, relationships with staff, parents, business partners and stakeholders.

EDUCATION AND EXPERIENCE:

1. Advanced Degree is preferred, but Bachelor's Degree considered from an accredited college or university
2. Endorsement in education with considerable experience in working with children of pre-school age or younger in a school or childcare center

APPLICATION PROCEDURE:

Please submit a resume and letter of interest to office@cpcportsmouth.org

Thomas B. Hargrave Educational Center is an Equal Opportunity Employer.