

NURSERY SCHOOL DIRECTOR

St. Paul's Weekday Nursery School
Bedford, MA 01730

Job Details

Posted: February 15, 2026

Contract Date: July 1, 2026

Job Description

St. Paul's Weekday Nursery School is seeking a Director.

St. Paul's Weekday Nursery School, located in Bedford, Massachusetts, is best described as a play-based preschool that promotes academic readiness for "tomorrow's" school expectations. In a warm and caring atmosphere, we provide experiences for each child to develop growth in social/emotional, cognitive, language and physical developmental areas. We encourage a child to be articulate, self-confident, independent and empathetic. St. Paul's has a secular school curriculum and welcomes all children.

The school runs September through mid-June. During the school year, we welcome children age 2 years 9 months through age 6. There are 2, 3, 4- and 5-day morning programs that run 9:00 a.m. – 1:00 p.m., including staying for lunch. In addition, there is an optional extended day program until 2:00 p.m. on Monday through Thursday.

There are currently 4 lead teachers, 1 floater/assistant teacher, and the Director, who works for the Board, which consists of church members. There is a maximum of 36 students on site per day.

In addition to the requirements listed below, the ideal candidate for the Director position will possess thoughtful and wise leadership qualities, be able to work collaboratively with the nursery school staff, volunteers, and the church staff, with oversight from the Board, and be able to manage a variety of job responsibilities independently. The Director will be kind and warm, and understand the importance of nurturing care in the early years of childhood.

Key Responsibilities:

- Supervise all staff members and oversee the school's day-to-day operations, including enrollment, staffing, budget, communication, scheduling, and curriculum.
- Apply for funding grants when possible.
- In conjunction with the Board, develop and implement the strategic path for the school, and oversee staff.
- Maintain strong relationships with children, families, and staff.
- Ensure that all policies, licensing, record keeping, and inspection procedures are followed in the school's operation.
- Directly supervise children at various times.
- Communicate with all internal constituencies and the wider community using traditional methods and social media.
- Facilitate the staff's development of activities during structured instructional time.

- Order, maintain, and organize supplies.
- Collect and record tuition, lunch, and extended day payments.
- Report to St. Paul's Nursery School Board and attend periodic Board meetings.

Position Requirements

- Massachusetts EEC Director qualifications.
- Bachelor's or Master's degree in early childhood or related field.
- Management and Leadership skills to develop staff and to foster a culture of collaboration.
- Knowledge of licensing standards, requirements, and procedures.
- Be able to source and/or lead professional development.
- Strong written and verbal communication and organizational skills.
- Comfortable participating in both classroom and administrative activities.
- Familiarity with computers/technology/social media.
- Director's scheduled hours 7:30 am-3 pm and additional hours as needed. Reduced summer hours.

TO APPLY – please submit your resume and cover letter to: Candy Walker – info@stpaulsbedford.org (subject line: Nursery School Director)

Position Type: 2/3 time

Salary Range= \$40K

Contact Information

St. Paul's Weekday Nursery School

Attn: Candy Walker

100 Pine Hill Rd.

Bedford, MA 01730