We’re Hiring!

DIRECTOR OF EDUCATION AND OPERATIONS

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration, and wonder. Through the use of outdoor classrooms in Seattle city parks, Tiny Trees eliminates the cost of a brick and mortar facility, making preschool affordable and accessible to all families and allowing us to invest in what really matters: empowering great teachers. An official partner of Seattle Parks and Recreation, Tiny Trees is opening nine locations in Seattle in 2016 and 2017. More information is available by watching this video from our win of SVP’s Fast Pitch Competition, listening to this KUOW interview, reading this recent article on Medium, and at TinyTrees.org.

With the help of a courageous board of directors and a capable CEO, we’ve built the organization needed to bring affordable, high quality, and culturally responsive preschool to scale at parks across Seattle and Puget Sound. We’ve got hundreds of families pre-enrolled, and a plan to take us to opening day in September of 2016. What we need is a capable educator and leader to help make it happen. We need you!

As the Director of Education and Operations you will:

Work closely with our CEO to manage the launch of six outdoor preschools in September 2016 and an additional 6-8 classrooms in 2017. This will include:

- Hiring, training, and mentoring three full-time program coordinators.
- Hiring, training, and mentoring 12 full-time teachers and a pool of substitute teachers with a focus on quality, retention, and cultural fluency.
- Leading an education taskforce of advisors to adapt the evidence-based, play- and child-centric curriculum High Scope to an outdoor delivery.
- Implementing the Early Achievers evaluation system for program quality.
- Implementing a child assessment system such as Teaching Strategies GOLD.
- Developing a family engagement and empowerment plan to be implemented by the Family Empowerment Coordinator (whom you will hire).
- Managing a contract (if awarded) and developing a lasting partnership with the City of Seattle’s Department of Early Learning.
- Working closely with Seattle Parks and Recreation in developing outdoor classroom sites and with non-profit partners to offer full-day child care options for families.
- Enrolling 192 children and families in January and February of 2016.
- Leading a risk management committee to develop policies and best practices to ensure every child enjoys an emotionally and physically safe learning space, that any crisis is addressed promptly and effectively, and that the organization is meeting the health and safety standards for state licensing.
- Develop systems & manage the logistics of an outdoor preschool (bathrooms, shelter, clothing, etc.).
- Develop systems for recruiting, training and placing volunteers and student interns in classrooms.
You Are:

- Passionate about equal access to education, early learning, child-directed and play-based learning, and the outdoors. You love children, equity in education, and the environment.
- Inter-culturally fluent and able to recruit and empower a diverse education team and develop culturally responsive programs.
- An experienced, successful educator with at least five years’ teaching experience, including in alternative learning environments.
- A college graduate (or an equivalent educational level) with at least a Bachelor’s degree. A degree in early childhood education (or equivalent) preferred. Master’s degree or higher a plus.
- Skilled at managing and inspiring direct reports.
- Skilled at strategic and creative thinking and able to develop work plans.
- Able to communicate effectively with and move fluidly among government agencies, corporate, and non-profit partners.
- Able to work with the CEO to develop a culture of optimism, passion, and purpose throughout the organization.
- Able to harness conflict and challenges when they arise to provide learning, growth, and opportunity for yourself and for the organization.
- Tolerant of uncertainty and change and understands that organizations continue to improve when the people who work there are adaptable, take chances, and learn from their mistakes.
- Able to develop and manage organizational systems with an emphasis on nimble, simple, and mobile (cloud-based) solutions.
- Experienced working with a diverse pool of volunteers and able to create a fun experience for both volunteers and the kids they work with.
- Able to thrive in a noisy, vibrant environment where all are expected to multi-task.
- In possession of excellent writing skills.
- Experienced working on organizational leadership teams.
- Able and happy to use your own car for the good of the organization.
- Willing to work very flexible hours, including weekends and evenings as needed. You are not a clock-watcher.
- Not above the humble tasks of non-profit living (scrubbing the toilets, scavenging office supplies).

Job Title: **Director of Education and Operations**

- Reports to the Chief Executive Officer.
- Manages programming staff and school operations.
- Office location: this position is based out of the Impact HUB in Pioneer Square (a co-working space, no fixed desk provided) and includes travel to all corners of Seattle and Burien.
- This position is salaried and full time exempt.
- The position is slated to begin January 2016.
- Tiny Trees Preschool is an equal opportunity employer. Diverse candidates and people of color encouraged to apply.

**Salary and Benefits:** A salary of $50,500 a year shall be awarded to the top candidate. A health insurance stipend of $300/month is provided. Retirement benefits include a $1,200/year employer match after one year. Paid trainings and technology stipend for smartphone purchase. Two weeks paid time off (PTO) plus holidays and some school closure days (total time off: 5 weeks). Discount of up to 50% on outdoor clothing.

**Apply at:** Please submit a cover letter and resume with contact info for three references at tinytrees.org/about/careers. **Deadline for applications is November 30.** Interviews are mid-December for a January start date. Please no paper, mailed, or hand-delivered applications.