



We're Hiring! **PROGRAM SUPERVISOR**

(Full time: 50% managing classroom teams, 30% professional development/administrative support, 5% field building, 15% substitute teaching)

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration and wonder. By creating joyful, outdoor classrooms in public parks throughout Seattle and King County, Tiny Trees makes preschool and nature accessible. Eliminating the cost of building, renovating and maintaining a child care facility allows us to invest in what really matters: hiring and supporting a diverse team of great teachers. Tiny Trees is an official partner of Seattle Parks and Recreation; King County Parks and Recreation and Burien Parks, Recreation and Cultural Services. Most Seattle locations are providers for the Seattle Preschool Program – Pathway, which provides free tuition at Tiny Trees for children in low income households.

Tiny Trees opened 7 locations in September 2016 & 2017 at [Camp Long](#) (West Seattle), [Carkeek Park](#) (North Seattle), [Jefferson Park](#) (SE Seattle) & John C Little Park (SE Seattle), [SAM Olympic Sculpture Park](#) (Downtown Seattle), [Cougar Mountain](#) (Renton/Bellevue) and [Big Finn Hill](#) (Kirkland/Bothell). Three new locations opened in September 2018 at [Beer Sheva Park](#) (Rainier Beach/Columbia City/Renton), [Seahurst Park](#) (Burien/White Center/SW Seattle), and [Five Mile Lake](#) (Auburn/Federal Way/Puyallup/E Tacoma). Find more information at TinyTrees.org.

As a Program Supervisor, you will:

Provide supervision of four classroom teaching teams and provide professional development coaching/learning events and classroom supports to Tiny Trees classrooms. Collaborate with Education Leadership team to provide program wide coaching/training specific to our field. Duties will include:

Classroom Management/Coaching (50%)

- Supervise four classroom teams in teaching and developing curriculum of Tiny Trees Preschool using High Scope as a framework. Ensure teachers needs are met and that children are safe & healthy, and receive a high-quality education.
- Visit/check in with classrooms on a weekly basis, ensuring that classroom operates within the guidelines and standards of the Washington State Department of Children, Youth, & Families (DCYF).
- Support families in classroom specific grievances, offering advice, resources and conflict management.
- Provide ongoing feedback, coaching and support to classroom teams.
- Facilitate feedback between teaching teams and ensure teaching team health (that teaching teams are meeting weekly for prep and planning time, that teams are communicating well, bonding).
- Provide support for each of your teaching teams to better:
 - Ensure risk management policies and procedures are followed including 2x/yr safety drills.
 - Coach and support teachers in collecting regular assessment of students using Teaching Strategies GOLD and other pedagogical documentation strategies.
 - Adapt classrooms to the cultural needs of the student body. This includes incorporating an anti-bias curriculum and delivering culturally responsive programs.
 - Ensure family-teacher communication and student data tracking, using technology including collaborative tools such as Gmail, Google Drive, Facebook, and online search engines.
- Provide annual performance reviews for direct reports.

Professional Development/Administrative support (30%)

- Work in coordination with the Director of Education to provide training and professional development learning events for all Tiny Trees classroom teachers.
- Coordinate staff appreciation events on a biannual basis.
- Order food/snack supplies and materials for all Tiny Trees classrooms and ensure timely delivery.
- Manage monthly educational classroom budgets.
- Contribute content for newsletter, blog and donor communications.

Field Building (5%)

- Serve as a member of related committees or task forces.
- Share lessons learned and best practices at local, state and national meetings or conferences.

Substitute Teacher (15%)

- Be on call, in the classroom as needed and as scheduled.
- Coach your teams while substituting between 0 and 30 hours per week and as an occasional long-term substitute during long absences.

The most competitive candidates will have 3+ years teaching experience, including experience supervising mentoring, and instructing adults in the context of education and/or the outdoors, and will be working toward or have completed formal education in Early Childhood Education. We are looking for educators who 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.
- Realistic, able to assess situations and be solutions oriented, having difficult conversations when needed.
- Engaging and easily able to communicate with teachers, students, families, and peers.
- Continuously working toward intercultural fluency and able to develop culturally responsive teams and practices.
- Collaborative in process. Driven to complete projects efficiently & with quality.
- Adept at building culture. You help others shine.
- You love to share your passion through hands-on workshops, curriculum building, and coaching in the classroom.
- Willing to work flexible hours, including weekends and evenings as needed (as you schedule them).
- Excited to get dirty and laugh a lot while teaching outside in all types of weather as needed.
- Able to thrive in a noisy, vibrant environment where all are expected to multi-task.
- Tolerant of uncertainty and change and understand that organizations continue to improve when the people who work there are adaptable, take chances, and learn from their mistakes.
- 4-year degree preferred (but not required, experience & skills matter most).
- Ability to lift 50 pounds on a regular basis.
- Can drive a car. Ideally you own a car you can drive for work.
- Bonus Points!
 - Multi-lingual: 22% of our families speak 31 different languages.
 - Rave reviews from staff or teachers who you have supervised.
 - Contribute to the diversity of our staff. QTPOC encouraged to apply.

Job Title: *Program Supervisor*

- Reports to the Director of Education.
- Weekly hours: Typically Monday through Friday, 40 hours per week. Occasional evening and weekend work. This is an exempt, non-overtime eligible position.
- Location: On-site work at assigned classrooms with some administrative work at [the Impact HUB](#) at 220 2nd Avenue in Pioneer Square.

Salary: This is a full time exempt position. Annual salary is \$42,000.

Benefits: The following benefits are split between bi-weekly pay periods:

- Health insurance: employer provided Gold level health care plan from Kaiser Permanente.
- Retirement benefit: 3.75% annual salary contribution starting after one year of employment.
- Paid training: \$350 Professional development stipend.
- Discounts on outdoor clothing.
- 80 hours paid time off (PTO) plus 10 holidays and some school closure days (total paid time off a yr: 5 weeks).
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or at work.

Apply: Please submit a resume, cover letter and 3 references through our website

<https://tinytrees.org/about/careers/>. Please direct any additional follow up inquiries to Rachel Franz, Director of Education, at jobs@tinytrees.org. **Priority Deadline: Monday, May 20, 2019 at 5:00 PM**

Commitment to Equity

Tiny Trees Preschool welcomes all children, all families and all staff members and works every day to create an emotionally and physically safe space for every child, family member, and staff member while challenging our community to think critically about bias and systemic oppression. Tiny Trees believes that having a community of individuals with diverse backgrounds enhances our ability to meet our mission and creates a vibrant environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer that celebrates and honors diversity and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel. We strongly encourage applications from people of color, immigrants, male-identifying educators, people with disabilities, members of the LGBTQ community, non-binary applicants and other underrepresented and historically marginalized groups.