



## We're Hiring! Preschool Program Co-Director

*(Full time: 60% Operations, 30% Hiring and staffing teams, 10% Leadership and organizational strategy)*

**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.**

Tiny Trees Preschool gives children a quality education and a joyful, nature-filled childhood: one full of play, exploration, and learning in outdoor classrooms in Seattle and King County public parks. All students receive gear, and Tiny Trees offers multiple financial assistance options for families. Tiny Tree is an official partner of Seattle Parks and Recreation, King County Parks and Recreation, Seattle Art Museum, and Burien Parks, Recreation, and Cultural Services.

### Position Summary

We're hiring a Preschool Program Co-Director to co-direct ten classrooms in eight different parks in King County. As a Preschool Program Co-Director, you will direct program operations for a cohort of four or five classrooms. Teaching models vary at each location. You will supervise Lead Teacher & On Site Supervisors at each assigned location, and support them in their leadership and supervision of their onsite team that usually includes an assistant teacher and an AmeriCorps Reading Corps service member. Working closely with educators, the Family Services Team, and the Leadership Team, you'll be responsible for delivering high-quality outdoor early learning programs.

### Key Responsibilities:

#### 60% Program Operations Management

- Lead the implementation of an evidence-based curriculum in our outdoor classrooms. We use HighScope, Since Time Immemorial, and Second Step Curriculums as a base for children's learning.
- Monitor classroom quality and help teaching teams grow and improve with coaching and reflection.
- Ensure that teaching teams understand and use developmental observations to inform their teaching, using Learning Stories or Teaching Strategies GOLD.
- Implement program-level risk management strategies and oversee safe classroom practices
- Lead classroom crisis and emergency management, problem-solving for both emergent and recurring issues.
- Ensure all classrooms are meeting minimum standards for health and safety regulations
- Develop and contribute content for communications, including family and staff newsletters and the Tiny Trees blog.
- Communicate effectively with parents, teachers, and service partners.
- Commit to Anti-Racist learning and teaching:
  - Participate in training, reflective groups, and caucus to learn about anti-racist practices and teaching.
  - Support educators in developing a racial equity lens and implementing anti-racist practices.
  - Incorporate anti-racist practices into your work, including hiring, programming, curriculum, and policy.
- Other duties may include occasional substitute teaching.

#### 30% Hiring, Onboarding & Supporting a Diverse Team of Educators

- Work with the Administrative Manager to recruit and hire culturally diverse teachers and substitutes.
- Ensure adequate classroom staffing coverage, and manage staffing placements.

- Collaborate with Operations Director and Preschool Co-Director to plan, facilitate and staff orientation and training.
- Supervise Lead Teachers & On-Site Supervisors and Roving Lead Teachers including:
  - Professional development planning for teams and individuals.
  - Regular performance feedback and annual goal-setting and evaluation.
  - Support for classroom practices and problem-solving issues.
- Assist Lead Teachers & Onsite Supervisors in managing their on-site team, problem-solving as challenges come up.
- Communicate regularly and effectively to ensure transparent decision-making and two-way communication loops between administrators and program staff.
- Celebrate small wins, visit classrooms and occasionally bring warm drinks for staff on cold days.

### **10% Leadership and Organizational Strategy**

- Serve as a member of the Leadership Team, and meet regularly with the Family Services team to help inform strategies for enrollment, expansion, and community partnerships.
- Manage an operations budget and participate in the annual budget development process to ensure programs are adequately funded.
- Build partnerships with community partners in service of Tiny Trees goals and collaborations

**The most competitive candidates will have 3+ years of teaching experience and three years progressive experience supervising, mentoring, and leading teams in the context of education and/or the outdoors and will be working toward or have completed formal education in Early Childhood Education.**

Additionally, we are looking for leaders who are:

- Flexible, creative, and reflective.
- Passionate about expanding access to early learning and the outdoors.
- Familiar with anti-racist practices and anti-bias approaches to teaching and curriculum.
- Excited to get dirty and laugh a lot while supporting outdoor educators, even in Seattle's cold and wet winters.
- Realistic, able to assess situations and be solutions-oriented, having difficult conversations when needed.
- Continuously working toward intercultural fluency and able to develop culturally responsive teams and practices.
- Collaborative in process. Driven to complete projects efficiently & with quality.
- 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.

**Apply:** Please submit a single document that includes a cover letter, resume, and contact information for three references at [tinytrees.org/about/careers](http://tinytrees.org/about/careers) or email [jobs@tinytrees.org](mailto:jobs@tinytrees.org). **The hiring process is rolling; please apply at your earliest convenience. The priority deadline is July 31st.** This position requires successful references and background checks.

### **Position Details: Preschool Co-Director**

- Reports to: Operations Director
- Hours of Work: Monday - Friday 40-hour workweek, occasional evening and weekend hours.
- Must have access to transportation and the ability to regularly work in classrooms in Seattle, Burien, and Issaquah.
- Location: This position is based out of our central office located at 900 1st Avenue in Pioneer Square with flexibility for remote work when you are not traveling to, from, and between all of our locations.

**Salary:** This is a full-time, exempt position. Compensation is \$60,000-\$63,000, depending on experience.

**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: up to \$1,200 combined budget for professional development, networking, and presenter costs to attend conferences for field building.
- Outdoor gear and discounts on outdoor clothing.
- One hundred twenty hours paid time off (PTO) plus holidays and school closure days
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or work.
- Commuter Benefits Program.

### **Commitment to Equity**

Tiny Trees Preschool is working to become an anti-racist organization. We welcome all children, families, and staff members and work every day to create an emotionally and physically safe space 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 serve our purpose and creates an environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer 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.