



## **Director of Operations: Community and Preschool Programs**

*(Full time: 50% Preschool and community program operations leadership, 40% hiring and supporting teams, 10% field building and community partnerships)*

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.

As Director of Operations, you will lead strategy and implementation for preschool and community programming at Tiny Trees, overseeing the Director of Community and Family Engagement and Two (2) Preschool Co-Directors to ensure Tiny Trees programming supports our purpose and vision and complies with local and state regulations.

### **Provide Leadership and Oversight for Tiny Trees' Program Operations- 50%**

- Communicate with staff, community partners and families about Tiny Trees vision, strategy, and programs.
- Lead the Operations Team, which includes supervision of Preschool Program Co-Directors and the Director of Family and Community Engagement.
  - Project management and team goal setting and progress monitoring.
  - Regular performance feedback and annual goal-setting and evaluation.
  - Support for reflective practice and problem-solving issues.
  - Manage annual operating budget for preschool and community programs.
- Coordinate with Teaching Teams, Service Partners and the Operations Team to ensure program wide risk management including:
  - Lead Crisis Management response.
  - Emergency Action Plans are in place at all sites and all staff are trained on the plan.
  - Updating risk management manual, as needed.
- Ensure all facilities needs are met in partnership the Preschool Co-Director and Administrative Manager including:
  - Lead classroom builds and refreshes on a quarterly basis.
  - Quarterly tree maintenance at all classroom locations.
  - Weekly porta potty maintenance.
  - Ongoing vandalism response, as needed.
- Committed to Anti-Racist learning
  - Participate in, lead training, reflective groups and caucus to learn about anti-racist practices and teaching.
  - Support Operations Team to develop a racial equity lens and implementing anti-racist practices including regular staff training, caucusing, and ongoing reflection and discussions.
  - Incorporate anti-racist practices into your work, including hiring, programming, curriculum and policy.
- Ensure compliance with state, federal and city regulations:
  - Main point of contact for DCYF Licensors, and lead applications, renewals and inspections for licensed classrooms.
  - Manage City of Seattle Contract to ensure timely reporting, consistent implementation of all standards and requirements in Seattle Preschool Pathways classrooms.

### **Support a diverse team of educators- 40%**

- Work with the Administrative Manager and Preschool Program Co-Directors to recruit and hire culturally diverse teachers, substitutes and administrative team members.
- Coordinate and co-facilitate annual and monthly Teacher In-Service training.
  - Develop and share In-Service calendar, agendas and training content for annual and monthly

- in-service days.
  - Ensure internal and external trainers, technology and materials are prepared for monthly in-service days.
  - Assist teachers and other team members develop and facilitate training.
- Collaborate with Administrative Manager and Preschool Co-Directors to ensure adequate new staff orientation and onboarding processes.
- Work on-site to cover teacher absences to maintain safe ratios, if other staff are not available.
- Observe each classroom at least quarterly to provide support to teaching teams.

**Community Partnerships and Field Building-10%**

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

**Job Title: *Director- Program Operations***

- Reports to: Executive Director
- Hours of Work: Monday - Friday 40-hour workweek, the occasional need for evenings and weekend hours.
- Location: This position is based out of our central office at 900 1st Avenue in Pioneer Square and includes regular travel to, from, and between all of our locations.

**Salary:**

This is a full-time, exempt position. Salary is dependent 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.
- Flex spending account
- 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.
- Discounts on outdoor clothing.
- One hundred twenty hours paid time off (PTO) plus ten holidays and some school closure days (total paid time off a yr: 6 weeks).
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or work.
- Commuter Benefits Program