



## **Assistant School Director – Educare IDEA**

As the Assistant School Director, you will manage the Educare DC site, servicing infants and toddlers only, located at IDEA Public Charter School (IDEA PCS) in the Deanwood neighborhood of the District of Columbia, overseeing a staff of more than 20, including master teachers, lead teachers, assistant teachers, floaters, and temporary staff. [Educare DC](#) is growing to serve over 424 children from prenatal to five years old – and their families – across eight sites in Wards 7 and 8 through our state-of-the-art center and community partnerships. Building on the program foundations of Early Head Start and Head Start, and accredited by NAEYC, Educare DC promotes school readiness by providing high-quality, comprehensive early learning programming for historically underserved children, eliminating the opportunity gap often experienced by low-income communities.

Reporting to the Educare DC School Director, you will be responsible for leading the day-to-day management of the IDEA PCS site by ensuring quality and effectiveness in program staffing, classroom administration, operations, and compliance. This is a new, fully-staffed infants and toddlers only site that will be opening soon. You will be responsible for collaborating closely with the Educare DC recruitment and enrollment, family engagement, and comprehensive services teams so that together these teams and the education team at the IDEA site will deliver high-quality early learning and comprehensive services. As the point person for this site, you will collaborate with the facilities team related to operations and policies within the IDEA site. You will be collaborating with the IDEA Child Development CTE Program team to structure student teaching for the high school scholars. You will be a member of the leadership team and will be the senior education leader at the IDEA site. In this role, you will have a significant impact on building a culture of excellence and strong relationships at this newest Educare DC site. You will assist the School Director and other leadership in program planning and other priorities that result from Educare's continuous program improvement culture and organizational mission.

Educare DC is part of the 24-school Educare Learning Network that serves as a platform for broader change, inspiring high-quality programs in communities, improving public policies nationally and within each state, and demonstrating a comprehensive, research-based approach to the first five years of life and learning. Educare draws on a blend of private and public dollars, including federal childcare funding, Early Head Start, Pre-K, and other state and federal funding streams. At Educare, we believe everyone deserves a fair chance to achieve their dreams and it starts by leveling the playing field from birth. Our approach extends beyond the classroom to help children, families, and communities thrive.

### **Responsibilities**

#### Program planning and development

- Ensure full implementation of the Educare model's programmatic core features.
- Ensure that all program policies and procedures are fully documented and updated at appropriate intervals.



- Manage recruiting, hiring, orientation, and retention process for all Educare IDEA staff.
- In collaboration with other Educare leaders, develop written program plans with annual and long-range goals, objectives, and implementation strategies.

#### Administration and compliance

In collaboration with the School Director, you will be responsible for the following:

- Ensure effective and full compliance with the requirements of Head Start, OSSE, DC Child Protective Services, NAEYC, and various private grants. Provide reporting to funders and regulators.
- Ensure the implementation and utilization of the Child Plus Management Information System at the site.
- Communicate and engage effectively with the UPO Grantee Support Team to ensure the cycle of Head Start self-assessment, QIP development, ongoing monitoring, and program improvement.
- Oversee the monitoring system in all service areas including health, nutrition, mental health, education, family support, facilities, and administration. In collaboration with the Administrative Manager, ensure the Educare facility is a safe, healthy, and effective learning environment for children, parents, and staff.
- Progress toward High Quality designation.
- Ensure Educare IDEA maintains all required state and local licenses.
- Ensure USDA food sanitation procedures are followed, and food program reports are submitted.

#### Staff supervision and management

- Supervise classroom staff – assistant teachers, teacher aides, and temporary staff. Coordinate closely with lead teachers, instructional coaches, and the school director for issues related to staff development and performance plans.
- Communicate regularly and clearly with staff to ensure their understanding of procedures and their engagement in continuous program improvement.
- In collaboration with the School Director, ensure coverage of classrooms and maintain and manage teacher time-off schedules.
- Conduct monthly (minimum) reflective supervision meetings with supervisees.
- Ensure the practice of reflective supervision with all supervisees to support their work with children and families.
- Promote interdisciplinary teamwork among staff.
- Participate in collaborative work with site leaders of the national group of Educare Centers, as appropriate.



## Qualifications

- Master's degree in early childhood education, school administration, child development, or a related field.
- At least 5 years of comparable experience managing compliance with federally funded programs.
- Experience in early childhood education and/or Head Start compliance is a plus.
- Five years of experience in administration and supervision in a public or charter school and/or early childhood program, including teaching in a center-based early childhood program or elementary school.
- Familiarity with community culture and knowledge of community resources and services. Ability to work with diverse staff, families, and varied cultures.
- Prior program development, management, and evaluation experience preferred.
- A bi-annual physical exam, drug screen, and TB test are required as a condition of continual employment.
- Deep understanding of principles and practices of program management and staff supervision, including positive problem solving and effective management of conflicts.
- Knowledge of Head Start Performance Standards and Early Head Start and Head Start programs.
- Knowledge of developmentally appropriate practice for early care and education.
- Ability to develop appropriate systems to manage and monitor the work.
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word, and Excel.

## Attributes

- Articulate communicator. You possess exceptional written and oral communication skills and communicate effectively at all levels, one-on-one, and in groups.
- Collaborative. You can confidently engage with staff at all levels to define needs and expectations. You collaborate on projects and communicate results.
- Organized. You bring order to competing priorities and keep things clear, concise, and running smoothly. You delegate effectively and drive a clear process.
- Leadership. You have the ability to understand the mission and the needs and direction of the company.
- Mentor. You are an excellent mentor and are known for developing great people. You can utilize and provide reflective supervision.



- Innovative. You manage to find order through ambiguity. You easily shape answers to questions where no template exists, and you do whatever it takes to get the job done. You care profoundly about early education and are willing to implement creative solutions to ensure all students and staff are well supported for success.
- Process-oriented. You enjoy creating and implementing processes and procedures that uphold rigorous standards. You thrive on efficiency, always looking for ways to improve.
- Service-focused. You understand that your role is primarily to help your staff meet their goals. You listen carefully to their needs and develop appropriate solutions to help them become more effective, more productive, and more capable.

### **What's Attractive to the Right Candidate?**

- You will have the autonomy to grow and thrive in your position. We pride ourselves on being swift, cutting edge, and open-minded. We will value your insights and data-informed recommendations on how we can be more innovative to advance Educare DC to the next level.
- Following the principles of Head Start, we fundamentally believe in continuous learning for all staff. You will be supported by experienced colleagues with in-house knowledge and an array of external resources available for anything you want to learn.
- You will join a strong team passionate about the work we do and the people we serve. We value each person's unique contributions and work together to accomplish our mission.
- You will work in our state-of-the-art facility that was custom-built for young children. You will support high-quality and individualized early learning for the children who need it most.
- We offer a competitive salary and benefits package which includes medical, dental, and vision insurance; long-term and short-term disability; 403b with company match; fixed leave during school closings plus personal days, holidays, and more.

### **Work Environment:**

This job operates in a professional office environment. This position can regularly require long hours and occasional weekend work. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

### **Physical Demands:**

The physical demands to successfully perform the essential functions of this position regularly require listening and talking. The position also requires frequent standing, walking, bending and use of hands or finger to handle or feel and reach with hands and arms. Must be able to lift to ten (10) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



### To Apply

Simply email your resume to Karin Carter at [resumes@staffingadvisors.com](mailto:resumes@staffingadvisors.com) with "**Educare – Assistant School Director #2021-2643 CW**" as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

*Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.*

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