



## **SCHOOL DIRECTOR**

**Exemption Status:** Full-Time, Salaried, Exempt  
**Salary Range:** \$75,000-\$90,000

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### **ORGANIZATIONAL OVERVIEW**

Educare DC is a state-of-the-art, full-day, year-round school that serves children from birth to five years that are at-risk of academic failure. Building on the program foundations of Early Head Start and Head Start, Educare DC promotes school readiness by implementing effective programming aimed at preventing the development of an achievement gap in the early years. Educare DC is part of a larger national network that serves as a platform for broader change, inspiring high-quality programs in communities, improving public policies within each state, and demonstrating a comprehensive approach to the first five years of life and learning. As part of the Educare initiative, each school is a highly visible program that is host to a wide variety of visitors. The Educare model draws on a unique blend of private and public dollars, including child care, Early Head Start, Head Start, and other state and local education funding streams.

### **POSITION OVERVIEW**

The School Director is responsible for the day-to-day management of the school, ensuring the implementation of evidence-based early childhood education for at-risk children ages birth to five, building on Head Start Program Performance Standards, and state and local regulatory guidelines. The School Director provides instructional leadership to Educare staff in the implementation of the Educare model and its core features, and is responsible for planning, implementing, and supervising the education program, as well as monitoring and leading continuous quality improvement. The School Director oversees an education staff of more than 40 people, with supervisory structures balanced to ensure program quality, consistency, and professional growth for Master Teachers, Instructional Coaches and classroom teachers.

### **REPORTING RELATIONSHIPS**

- The School Director reports directly to the Deputy Director

### **MAJOR RESPONSIBILITIES AND KEY TASKS**

#### Program Planning and Management

- Lead full implementation of the Educare model's programmatic core features.
- Supervise and monitor implementation of effective early childhood education and services, including developmentally appropriate, evidence-based practices and curricula.
- Collaborate closely with Comprehensive Services Department and Family Engagement Department to support family needs, program goals and to ensure compliance.
- Supervise and monitor program compliance with Federal Head Start Program Performance Standards, DC licensing and regulatory requirements and NAEYC accreditation standards.
- Collaborate with local evaluation partner (LEP) to implement Research Program Partnership. Lead staff in and support use of program and child assessment data for program planning, continuous program improvement, coaching, and mentoring.

- In collaboration with other program department heads, develop written program plans with annual and long-range goals, objectives, and implementation plans.
- Supervise participation in and compliance with the requirements of the Child and Adult Care Food Program (CACFP), and coordinate with operations team to implement.
- Ensure staff have the tools and systems required to meet the expectations of and perform well in their responsibilities, including technology and software, meeting structures and other supports.
- Provide monthly and other written reports as required.
- Represent Educare DC with visitors, stakeholders, and at community events.
- Participate in collaborative work of the school directors of the Educare Learning Network, including attendance and participation at meetings and learning events.

#### Administration and Compliance

- Ensure effective and full compliance with and reporting to funders and regulators, including Head Start, OSSE, DC Child Protective Services, NAEYC and various private grants.
- Ensure Educare maintains all required state and local licenses.
- Ensure that all program policies and procedures are documented fully and updated at appropriate intervals.
- Communicate and engage effectively with the UPO Grantee Support Team, to ensure the cycle of Head Start self-assessment, Quality Improvement Plan (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.
- Ensure USDA food sanitation procedures are followed and food program reports are submitted.

#### Staff Supervision and Management

- Manage recruiting, hiring, orientation, and retention for all education staff.
- Ensure staff members meet the necessary Head Start, DC licensing and Educare qualifications. Create and monitor plans for achievement and ongoing professional development.
- Monitor and document staff development activities and training needs.
- Ensure reflective practice is conducted for all supervisees, in order to support their work with children and families. Develop strong system and supports for teacher planning time.
- Supervise a combination of staff to include Master Teachers, Instructional Coaches and classroom teachers, with supervisory structures balanced to ensure program quality, consistency and professional growth of education staff.
- Coordinate closely with supervising staff related to staff development issues and performance plans.



- Communicate regularly and clearly with staff, ensuring their understanding of procedures, and their engagement in continuous program improvement.
- In collaboration with the Master Teachers, ensure coverage of classrooms, maintain and manage teacher time off schedules.
- Promote interdisciplinary teamwork among staff.

#### Fiscal Management and Control

- Provide input for Educare DC's annual budget. Monitor department budget based on monthly actuals.
- Ensure program meets in-kind and volunteer requirements. Ensure in-kind contributions and volunteer hours are tracked and documented.

#### Program Evaluation and Continuous Improvement

- Implement a system of regular data feedback and utilization for continuous program improvement and individualized planning for children and families.
- In collaboration with the Local Evaluation Partner, ensure the collection of all data and assessments required for the Educare Learning Network Implementation Study.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's Degree in Early Childhood Education, School Administration, Child Development, or related field required
- Five (5) years direct 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
- Prior program development, management, and evaluation experience preferred
- Experience with infants and toddlers a plus

### **ADDITIONAL JOB REQUIREMENTS**

- Clearance of background check as required by local, state and federal regulations
- Physical examination and diagnostic tests as required by local, state and federal regulations
- An annual physical exam, drug screen and bi-annual TB test are required as a condition of continual employment

### **REQUIRED SKILLS AND ABILITIES**

- Knowledge of developmentally appropriate practice for early childhood education
- Knowledge of Head Start Performance Standards and Early Head Start and Head Start programs
- Knowledge of District of Columbia (DC) licensing requirements
- Knowledge of state and/or local early learning standards
- Demonstrated ability to stay abreast of developments in best practice and research relating to early education, as well as family engagement



- Ability to lead an interdisciplinary team of professionals
- Ability to utilize and provide reflective supervision
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern and openness to change
- Familiarity with community culture and knowledge of community resources and services
- Ability to work with diverse staff and varied community cultures, including children and families living in poverty
- Knowledge of basic principles and practices of program management and staff supervision
- Advanced knowledge of computer software, including but not limited to Microsoft Outlook, Word, and Excel

### **ESSENTIAL JOB FUNCTIONS**

- Finger dexterity sufficient for typing, filing, handling records, and other office equipment
- Ability to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus
- Ability to clearly hear and understand telephone conversations
- Must be able to lift up to 20 lbs.
- Job requires viewing a computer screen approximately 90% of the time

The salary range is \$75,000-\$90,000, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

**Submit your resume via e-mail to [jobs@educaredc.org](mailto:jobs@educaredc.org) with “School Director” in the email subject line. If your email subject line does not have the position title listed, Educare may not consider your application.**

For additional information on Educare DC and Educare schools, please visit [www.educaredc.org](http://www.educaredc.org) and [www.educareschools.org](http://www.educareschools.org).