

# Preschool Director Opportunity

*Position Open Until Filled*

Pleasant Valley Cooperative Preschool (the Co-op) is looking for its next Director: someone who embraces the co-op model and understands the importance of problem-solving, emergent curriculum, anti-bias, and play-based learning.



## **The Ideal Candidate**

The ideal candidate will have a degree in child development, 3+ years of experience in early education (preferably in a play-based model), and experience working collaboratively with other teachers/families in a learning situation. In addition to experience, the proper skills, attitude, leadership ability, energy, and drive to carry out the mission and vision of the school are extremely important. We seek a talented leader and a member of our community who can embrace the co-op model and work within our community to create an inspiring, nurturing, and safe environment.

The position requires a solid understanding of early childhood development and an ability to transfer that knowledge to staff and families through mentoring and education.

The candidate should have classroom experience (ideally in a play-based or cooperative model environment), an innate desire to play, a love of the outdoors, and the ability to educate and communicate with a diverse group of children and adults. In addition to regular director responsibilities, the selected candidate will also be responsible for teaching and administrative duties.

*Our ideal candidate will be able to onboard into the position as a co-director for 2-3 months, with paid 10 hours per week beginning this Spring, and full Director responsibilities beginning in June. Scheduling for the onboarding is flexible and will be based on the needs of the incoming Director.*

## **Qualifications**

- A degree in child development, early childhood education, or related field (related coursework and experience may be considered)
- 3+ years of experience teaching young children, preferably in a play-based model (co-op preschool experience a plus)
- California Child Development Site Supervisor Permit or Child Development Program Director Permit, preferred, but a willingness to obtain within 12 months may be considered.  
[https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-\(cl-797\)](https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797))
- Experience leading, supervising, and mentoring adults
- Confidence and experience speaking and teaching diverse groups of adults (experience leading parent education a plus)
- A firm understanding and belief in play-based education
- Strong organizational and communication skills
- Proficient in Excel, Google Apps, (Drive, Sheets, Docs, Calendar, etc.)
- Experience and skills in collaborating and developing curriculum with other teachers
- Ability to lift 50 lbs. regularly (moving play equipment / picking up children)
- Successful completion of background check is required

## **Director Responsibilities**

- Work closely with the Board of Directors, made up of parents from within the Co-op, to manage the overall operations of the school, and fulfill program objectives.
- Serve as the point person for the community questions and concerns, needs of the parent board, or school emergencies that may arise.

- Communicate effectively with parents concerning topics related to child development and education, both for the group and for individual children, while maintaining student and family confidentiality. This communication may occur in person, by phone, email, or other appropriate school media.
- Guide and direct parent teachers and paid teaching staff in their duties in the classroom through role modeling, coaching, and direct instruction.
- Train and supervise teaching staff, including substitute teachers and working parents.
- Consult teachers on curriculum development and classroom environment including student behavior and social skills development recommendations.
- Lead parent education topics with staff, and at occasional school-wide parent education opportunities.
- Honor the legacy and founding principles of the Co-op. Research and help communicate the necessity of procedures for the school to Board and families.
- Attend and contribute to summer planning meetings in preparation for the school year. Review and edit handbook, written guidelines/schedules, Bylaws or child development-related topics.
- Act as liaison between the landlord (PV Recreation and Park District) and the school, fostering a positive relationship and strong communication.
- In conjunction with the board, follow grievance policy and procedures regarding families not meeting Co-op commitments.
- Approve changes and coordinate the maintenance and physical upkeep of the school building and grounds.
- Participate in monthly staff meetings and one Co-op board meeting each month.
- Participate in ongoing special events, including summer meet-ups, community events, and fundraising activities.
- Participate in professional development.
- Substitute teach as necessary.

#### Teacher Responsibilities (optional)

- Teach in the classroom several days per week.
- Engage with families and children during school and special events.
- Collaborate with the teachers to implement developmentally appropriate emergent curriculum plans, activities, and play for both in the classroom and outdoors.
- Prepare and participate in Parent Meetings each month with skills, tips, and parent education topics for discussion.
- Organize/oversee classroom activities, modeling respectful, non-coercive care. Apply our pedagogical philosophy oriented towards play, problem-solving, and anti-bias.
- Work closely with parents/caregivers, guiding parent-teachers throughout the class, information on parent job requirements, and resources on child development.
- Work with other Teachers to maintain a healthy preschool environment (coordinate class setup, share informative materials, discuss child development, and address concerns).
- Communicate with parents, both formal and informal, regarding their child's current work, behavior and growth in the classroom.
- Participate in enrollment decisions with the registrar.
- Provide assessments of children for parent-teacher conferences, those wishing to enroll in classes other than those recommended by our guidelines, and as requested by the family.
- Daily preparation or arrangement of school equipment.

#### Administrative Responsibilities

- Create, update, and distribute class rosters, attendance tracking, and student name lists for in the classroom.
- Work with the Board President to make changes to the handbook and print for the new school year.
- Assemble the school calendar.

- Assemble/review school publications, both internal and external (as needed).
- Document administrative processes as needed.
- Maintain Co-op long-term file storage.
- Oversee curriculum storage.
- Support daily school operations, coordinating maintenance when necessary.
- Check mail regularly and distribute accordingly.
- Review and approve expenses. Keep apprised of spending and budget of the Co-op.

### **Salary**

The salary range is approximately \$25.00 to \$30.00 per hour, depending on experience and the final agreed-upon scope of work. The 12-month salary is based on a 10-month academic year, closely following the Pleasant Valley School District calendar.

### **Benefits**

Benefits may include tuition waivers, paid vacation and professional development, flexible schedule, medical stipend, and opportunities to bring children to work.

### **Hours**

Estimated hours are 15-20 hours per week during the 10-month academic year and about 5 hours per week during breaks and the summer months. Teaching days, job duties, and benefits have some flexibility around the needs and strengths of the applicant.



### **How To Apply**

Please send the following application materials to [president@pvcoop.org](mailto:president@pvcoop.org), ideally by 2/28/24, but the position will remain open until the right candidate is found.

- Letter of intent
- Resume
- Application with teaching philosophy questions

Upon review, the top candidates will be interviewed by Co-op staff/Board, with a follow up teaching interview as necessary. For inquiries, please contact: [president@pvcoop.org](mailto:president@pvcoop.org)

### **Equal Opportunity**

P.V. Co-op 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, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.