

POSITION OPENING - SCHOOL DIRECTOR EDUCARE CALIFORNIA AT SILICON VALLEY

POSITION SUMMARY

Educare California at Silicon Valley (ECSV) is an innovative early learning center that narrows the opportunity gap for low-income children ages 0-5 and their families and caregivers. With our partners, we offer 12 high-quality, full-day, year-round classrooms as well as support services and community resources through our Family Resource Center, satellite children's museum, and satellite public library. Our free services are offered in English, Spanish, and Vietnamese.

Building on the program foundations of Early Head Start and Head Start, ECSV promotes school readiness by implementing effective programming aimed at preventing the development of an achievement gap in the early years. ECSV is part of a national initiative 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, ECSV 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 Early Head Start, Head Start, and other state and local education funding streams.

The School Director provides visionary leadership to Educare staff in the implementation of the Educare program and its core features, and is responsible for planning, implementing and supervising all operations as well as leading ongoing program planning and alignment of the multiple partners operating the facility. The School Director is responsible for the day-to-day management of the school, ensuring the implementation of comprehensive services at Educare including evidence-based early childhood education for low-income families and their children ages birth to five, family support and engagement, health, nutrition, mental health, and social services in compliance with Head Start Performance Standards, and state and local regulatory guidelines.

REPORTING RELATIONSHIPS

The School Director is supervised by the ECSV Executive Director. The School Director provides daily guidance to the Leadership team.

MAJOR RESPONSIBILITIES AND KEY TASKS

Leadership and Vision

- Creates a culture of trust, transparency, and open communication including seeking of divergent viewpoints to ensure growth of the organization
- Provides a clear explanation of the "why" behind decisions and seeks to ensure continuity of messaging with the Leadership Team and partner organizations
- Fosters mutual respect, communication and partnership between the staff and families
- Represent ECSV with visitors, stakeholders and at community events
- Works with partners and other community members to manage and implement grants that further the mission and vision of the ECSV program.

Program Planning and Management

- Ensures full implementation of the Educare core features.
- Collaborates with operating partners to align all quality standards and policies. Ensures alignment in accordance with all standards.

- Works with responsible partners to ensure all required state and local licenses and other regulatory requirements (e.g., QRIS) are maintained.
- Plans and implements professional development for Educare staff in collaboration with Educare partners.
- Participate in collaborative work of the site leaders of the national group of Educare Schools, including attendance at meetings and learning events, in support of the professional learning community that operates among Educare schools.

Staff & Program Development

- Supports the management of operating partners in resolving staffing concerns and any and all conflict among children, families and staff.
- Coordinates and facilitates an appropriate communication system among operating partners for program planning, implementation and continuous improvement to support the vision of the Educare model.
- Ensures the implementation of reflective practice and supervision with all Educare staff
- Promotes an interdisciplinary, team approach among staff and consultants in alignment with the Educare principles and standards.
- Designs and participates in a system of Leadership Team and other staff meetings to support the implementation of the Educare model and other best practices.

Program Evaluation and Continuous Improvement

- Implements a system of regular data feedback and utilization for continuous program improvement and individualized planning for children and families.
- Reviews program and child assessment data to utilize in program planning and continuous improvement. Ensure use of ongoing data by Mentor Teachers in their coaching and mentoring.
- Collaborates with Local Evaluation partner to ensure collection of data and assessments required by the National Educare Learning Network Implementation study.

Fiscal Management and Control

- Assists Executive Director with development and monitoring of budget for Educare programmatic operations; supports the development of the facility operations budget in collaboration with the Executive Director.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

- Bachelors degree in early childhood education, child development, social services administration or a related field. (Masters Preferred)
- Experience in administration and supervision of a family engagement and/or early childhood program,
- Experience working with complex partnerships.
- Experience with infants and toddlers is a plus.
- Conversational or better in Spanish or Vietnamese.
- Proficient knowledge of computer software, including but not limited to Microsoft Outlook, Word, and Excel.

TO APPLY

- Please submit a resume and a cover letter describing your interest in the position and qualifications to operations@educaresv.org. Address application materials to Ms. Shawn Gerth, Executive Director.