



Head of Early Childhood

Type: Full Time, 12 months

Reports to: Head of School

Starting Date: July 1, 2022

Mission Statement

Catherine Cook empowers students from preschool through 8th Grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages in ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.

Diversity Statement

Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.

Job Description

The Head of Early Childhood (HoEC) is a member of the Senior Administrative Team and reports directly to the Head of School. Always keeping the mission in mind, the HoEC will be prepared to formulate forward-thinking, strategic application of a dynamic learning program, oversee hiring and supervision of instructional and support personnel, and foster a joyful learning environment for the students. A love for the academic setting; a passion for connecting with others; flexibility; and a sense of humor are essential. The school is about to embark on a new strategic plan that will call upon a need for strength and experience with curriculum planning and knowledge specific to Early Childhood; admissions and enrollment processes; a clear commitment to diversity, equity and inclusion; the use and integration of educational technology; strong communication skills, and a proven track record of collaboration.

Essential Duties and Responsibilities:

- Maintain congruence between the school's mission and divisional program.
- Function as the chief articulator of the division's programs, expectations, behavioral guidelines, and other information necessary to ensure that all constituencies are fully informed of their individual roles.
- Act as the educational leader of the division, responsible for its day-to-day operation.
- Be knowledgeable and able to articulate advances and trends in Early Childhood pedagogy and education.
- Work closely with the Director of Curriculum Integration & Innovation, the other Division Heads and Director of DEI, Health & Wellness to review and evaluate the academic programs, including horizontal and vertical curricular flow.
- Direct the activities of the school's instructional staff in the performance of their duties.
- Maintain an accurate budget for the division and collaborate with the Chief Financial Officer on all budgetary matters.
- Observe, supervise, and help evaluate the faculty, including classroom observation.
- Be a visible presence in all areas of the school.

- Serve as a mentor to teachers in matters of classroom management and pedagogy.
- Be aware of the educational, physical, social, and psychological needs of the early childhood community, and develop plans for meeting those needs.
- Ensure compliance with legal requirements of government regulations and agencies, and maintain the educational standards established by the state and by those agencies that examine and accredit the school.
- Make recommendations to the Head of School regarding the hiring, retention, and the assignment of faculty.
- Work with the Programming Team and Head of School to establish programs for the in-service training of all teachers, and for the evaluation and feedback of classroom teachers.
- Ensure that teachers are familiar with and adhere to school policies in all areas of the school's operation.
- Strive for unity, harmony, and cooperation through tact, helpfulness, respect, and the recognition of individual differences and the special abilities and strengths of each teacher.
- Conduct regular meetings with faculty that provide strong professional development in support of the Early Childhood program.
- Oversee the goals and reporting of standards and methods used by teachers in measuring student growth.
- Develop and maintain strong relationships with families specific to the growth and development of their children as Early Childhood students.
- Maintain relationships and partnerships with outside consultants and agencies to support student needs such as occupational and speech therapy.
- Work toward a resolution of all problems - both routine and unique - as they arise.
- Keep the Head of School informed of the general programs, activities, and problems of within the division and the school.
- Collaborate with the Director of Enrollment Management for admissions events, and the process for testing, interviewing, and evaluating of applicants for enrollment.
- Work with Director of Advancement on the marketing and communications of events, programs and activities.
- Perform other duties as assigned by the Head of School.

Additional Qualifications:

- Bachelor's degree; Master's degree in education or school administration preferred
- 5 – 7 years' experience as a lead teacher in Early Childhood
- 2 – 3 years' experience as an administrative leader, preferably in independent schools
- Outstanding leadership skills
- Proven success at working collaboratively
- Dynamic instructional leader with a solid understanding of the developmental and curricular needs of students of Early Childhood
- Exceptional written and oral communication skills
- Excellent organizational and presentation skills
- Strategic thinker and empathetic problem solver
- Technologically savvy
- Commitment to DEI work

Benefits:

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, retirement plan, and daily lunch.

Catherine Cook School is an equal opportunity employer. Please visit catherinecookschoool.org to learn more about the school and culture.

To complete an application please send the following documents in PDF or Word format as soon as possible but by March 23, 2022 at the latest:

- A letter of interest explaining the candidate's explicit interest in the Head of Early Childhood position and in Catherine Cook School
- Current resume or CV
- The names, e-mail addresses, telephone numbers and affiliation to the candidate of five (5) professional references
- Reference letters are welcome but not required

Candidates should direct all inquiries and send documents via email to Sam Richards, Educational Directions: srichards@edu-directions.com