



Job Title: Associate School Director

Supervisor: School Director

Classification: Exempt

Our Inspirations:

For Malaguzzi, there was no such thing as “the child”. “The child” is too abstract for him, too removed from what makes each individual child – and adult- unique. For him, each child arrives with what he called “pieces of the world attached”. The child who arrives in the sculi dell’infanzia or nido already has relationships parents or carers, grandparents, siblings, aunts and uncles, cousins, neighbors, friends and peers, the staff at the local clinic, the people who work in the local shops and more: a network of tight and loose connections that will expand and contract throughout the child’s life. This network of relationships implications for what must happen in educational settings”. (Introducing Malaguzzi – chp. 3)

Focus on quality and ease of movement, not on the age a milestone is accomplished.” “The toy in the child’s hand is alive”. (Magna Gerber)

Children don’t have a lot of time to have a childhood. (Our Beginning)

ABOUT US:

Our Beginning is a safe, welcoming, and joyful school environment that celebrates children and childhood each and every day. Laughter and questions fill the classrooms and hallways of the school. We educate children six-weeks through six years of age in our eco-friendly environment. Healthy lifestyle is promoted through our plant based organic meals and certified organic kitchen. As a fully licensed, full-day, educational program with option dual language classrooms (English, Spanish and Mandarin classrooms), we provide engaging social, physical, creative and cognitive learning opportunities for each child. All programming is deeply rooted in the Reggio Emilia philosophy, and for infants and toddlers we also embrace the Resources of Infant Educator (RIE) programming. The health of children is one of our pillars and one of the ways we support children’s health is through our whole foods-plant based cuisine. Our belief is when a child is healthy, they are more “ready to learn”. Our Beginning believes that young children are highly capable of learning and making complex connections. Creativity and exploring the outdoors are at the center of our interconnected Reggio inspired curricula. Each child is recognized as an individual learner and personality, ready with questions to ponder and interests to pursue.

WHO WE SEEK:

Our Beginning has an opening for an **Associate School Director (ASD)**. This person will be a highly motivated, team oriented and organized professional with Reggio Emilia experience eager to work with the School Director in supporting a workforce of approximately 50 educators and upward to 200 children enrolled at the school.

The Associate School Director is one who assists with leading the school on a day-to-day basis and must lead first, with love, kindness, joy for children, compassion, generosity, grace and forgiveness. Having a mindset that leans into learning and reflection for one’s self and with a commitment toward helping and elevating those around you to succeed.

The Associate School Director (ASD) is responsible for working alongside the School Director in ensuring an educational, safe, and caring school for children 6 weeks to 6 years. The ASD is responsible for educational mentoring and managing and supervising the school in the absence of the School Director.

Our Beginning offers the following Perks and Benefits

Perks:

- A school that celebrates childhood as a priority
- A school devoted to healthy living and organic meals
- Teacher led educational model
- Collaborative team meetings and daily planning times
- A school committed to deepening its practice in the Reggio Emilia philosophy and Resources for Infant Educators (RIE)

- Training and Professional Development opportunities
- Beautiful school environment
- Deep curricular resources
- Annual calendar that supports a work/life balance
- Close to major public transportation routes

Benefits:

- 100% paid medical, dental and vision benefits
- Short and long term disability
- 401K program
- Professional Development opportunities
- Employee Assistance Program
- Paid holidays
- Paid Winter and Summer Breaks
- Generous holiday paid days

Primary Responsibilities

The essential functions include: We are searching for a person who leads with a blend of compassion and experience. Someone who is a life-long learner who can reflect, pivot and inspire those around them,

1. **Philosophy:** Uphold Our Beginnings philosophies and principles of Reggio Emilia and the Resources for Infant Educators (RIE). With the School Director, ensures that the school's curriculum philosophies are implemented throughout the classroom interactions, attitudes, and activities by faculty.
2. **Systems:** Collaborate on written education systems that reflect the Reggio Emilia philosophy and RIE. Support educators in their ability to teach in a manner that supports parents dreams for their children, and support child outcomes.
3. **Academic Standards:** Assist with designing, setting, implementing and monitoring rigorous academic instruction and outcomes for students
4. In collaboration with the Founder, School Director and other leadership members ensures that Our Beginning's purpose, values and vision come to fruition each and every day.
5. **Supervision:** Oversee and direct the work of the Pedagogista, Atelierista, Mentor Educators, Co-educators and Flex-educators. Manage and support all groups of educators ensuring they have the tools, resources, and professional development to lead their classrooms.
6. **Pedagogy of Relationships:** "Reinforce each child's sense of identify through a recognition that comes from peers and adults, so much so that each child feel's a sense of belong and self-confidence to participate in the activities of the school". (Malaguzzi in Edwards)
7. **Operations:** Become trained in all areas to serve as school director in their absence, including budgeting, facilities and others as assigned. Generating reports for licensing, operations, and marketing according to company guidelines. Assist with compliance of all licensing, training, and safety requirements. Be able to coordinate and supervise daily operations. Work with the School Director to meet or exceed the school's financial goals and objectives as set in accordance with the company budget and support the School Director in achieving the set Key Performance Indicators (KPIs). Maintain the standards per Our Beginning policies and procedures, WAC - DCYF/State Licensing, Early Achievers, City of Seattle program standards, and other programs as assigned.
8. **Classroom Management:** Manage and ensure education curriculum, branding and learning are being utilized. Manage classroom schedules and staff to run efficiently for all positions within the school. Assist educators in creating unique, engaging and quality classroom experiences; leadership in coaching and developing teachers to

be passionate and committed professionals who are child-focused and strong educational leaders. Ensure classrooms are arranged that support the values and education framework systems of the school.

9. Educator Hiring, Training and Retention - With the School Director, engage with and support responsibility in the areas of 1) interviewing, hiring, and training employees, 2) monitoring and appraising performance of educators, 3) rewarding and disciplining employees, and 4) addressing complaints and resolving problems. With School Director, educate and communicate company policies and procedures to newly hired and current employees; responsible for on-boarding newly hired employees to include new hire orientation, employee handbook overview, employment documents, and benefit enrollment.
10. Educator Evaluation: Work with teachers and leadership to research, design and implement a relevant teacher evaluation system.
11. Marketing: With Founder and School Director and administrative team, assist in creating plans to share our unique school throughout the community and to prospective parents through special events, tours, and enrollment.
12. Parent Engagement: Work with the School Director in engaging parents and learning the desires of parents for their children. Know what Our Beginning can offer.
13. Communication and Customer Service: Have rapport with parents, staff, and leadership to communicate student goals and provide superior customer service. Cultivate positive relationships with families, staff members and community contacts.
14. Professional Development: Lead in creating college level professional development trainings and professional development for educators including but is not limited to deepening their knowledge in the principles of the Reggio Emilia philosophy, documentation, classroom management, assessments, individualization, the third teacher, and research.
15. Program Specialists: Work with the School Director in aligning the work of the program specialists with learning outcomes and school values.
16. Inventory and Ordering Supplies: Work with the School Director in ordering supplies for the classrooms and Atelier. Ensuring those supplies/materials ordered meet the safe and educational standards of Our Beginning. Work alongside the School Director to keep an active and up to date inventory of the care and location of supplies/materials.
17. School Historian – Be knowledgeable of the school’s history and keep its story alive with staff, faculty, and families. Before system changes are made or items discarded ensure the history of items are known.
18. Other: Fulfill duties as assigned by the director including but not limited to filling in for all staff positions as needed.
19. Other duties and responsibilities as assigned. Including other programs.

QUALIFICATIONS

Education and Experience

- Bachelor or Master’s Degree (preferred) in child development or a closely related field.
- Have a minimum of five years of experience as a Reggio Emilia teacher of children in any age group enrolled in a licensed early learning program.
- Minimum of five years of classroom experience in a Reggio Emilia early childhood setting.
- Minimum of three years of Reggio Emilia management experience.
- Knowledge and experience of Resources for Infant Educators (RIE)
- STARS Trainer or able to become a STARS trainer with the 1st year of employment
- Maintain continuing education requirements per company and state requirements
- We prefer someone with a whole-foods, plant-based life style.
- Knowledge of WAC Child Care Licensing Standards
- Excellent writing and communication skills. Have the ability to solve problems and work well under pressure
- Knowledge and understanding of multidisciplinary assessments and evaluations to determine appropriate “fit” for the student’s successful learning through Our Beginning’s education program.
- Knowledge of learning outcomes for dual-language classrooms
- Experience cultivating an environment where all children/people matter
- Knowledge of various teacher evaluation systems
- Experience creating and meeting with interdisciplinary teams
- Must be able to repeatedly lift and carry up to 50 pounds, bend, kneel, squat, stoop and reach as is needed in a typical early learning program.

In addition, knowledge of Windows operating system and Office products, including Microsoft Word, Excel and Outlook, or ability to learn them independently and to use them, as well as Google suites. Ability to learn and use any other software programs needed in the operations of Our Beginning programs, including, but not limited to, any school related management /data collection and reporting system.

Upon Hire, if needed:

- Current state-approved infant/child CPR and First Aid certification
- Proof of negative Mantoux TB Test within the last 12 months
- Proof of COVID-19 Vaccination or Exemption Letter
- HIV/AIDS & Blood Borne Pathogens training certification
- Completion of minimum STARS required training
- WA State Department of Early Learning Portable Background Check
- Per new WA state law, proof of having received the MMR vaccination or proof of immunity to measles

Salary: commensurate with experience

Interested applicants, please submit a cover letter and resume. Position open until filled.

Careers@ourbeginning.com