

## Child Care Center Director

The Early School creates a space in which children ages eighteen months to six years feel safe to explore, learn and conquer new challenges, follow their curiosity and build a foundation of social and communication skills. The Early School's use of emergent curriculum allows the teachers' and students' individual strengths and interests to shine. Our play-based approach engages children's own intrinsic motivation and readiness, enhances social development, and develops self-directed, self-confident learners who feel that their voice matters.

The Early School seeks applications for the role of Executive Director. While the Executive Director is ultimately responsible for the development and administration of the preschool and infant/toddler program, The Early School's lateral organizational structure, ensures constant collaboration, support and coordination between the teachers, staff and administration.

Ideal candidates will have:

- Collaborative leadership style and spirit
- Capacity to maintain, build and envision a progressive early childhood program for today and tomorrow's students, teachers and families
- Superior writing, verbal and communication skills both in-person and on-line
- At least 5 years experience teaching and/or leading in an early childhood education environment
- Bachelor degree, preferably in childhood education or other educational field
- NAEYC certification, first aid/CPR and/or other ETCE certification
- PATCH registry Director classification

The Executive Director reports to The Early School Board of Directors. Primary duties include but are not limited to:

- Planning and support the implementation of an educational program in accordance with the policies and philosophy of the school
- Developing engaged and responsive relationships with students, parents, faculty and staff
- Overseeing the daily, monthly and long term fiscal management of the organization
- Serving as principal advocate for the organization in the community
- Ensuring student, faculty and staff health and safety in compliance with all Hawaii Department of Human Services and Hawaii Department of Health requirements and regulations
- Hiring and training faculty and staff to ensure the day to day and long term operations of the school
- Overseeing the recruitment and admissions process for new and returning students

- Ensuring that all annual reporting is completed on time and in full

#### How to Apply:

First, read our website so you understand our mission, values, and philosophy. Then prepare and submit the following:

- Resume stating your qualifications and relevant experience (maximum 3 pages)
- Cover letter/ Statement of interest that answers the question “Why are you an excellent fit for the role of Director at The Early School?”. Limit your submissions to no longer than one single-spaced page, or the equivalent.

Submit these items via email, as attachments or links (in user-friendly formats), to [directorsearch@theearlyschoo.org](mailto:directorsearch@theearlyschoo.org).