



## **Executive Director for Child Care Center**

### **About The Children's School**

The Children's School, Inc., (TCS) is a non-profit corporation established by employees of Arlington Public Schools (APS) to provide quality childcare and an early childhood education for their children. Opened in 1987, the program was the first childcare facility in the United States to be owned and operated by employees of a large school system. Since then, TCS has gained a national reputation as a model facility.

The Children's School provides an inclusive community-based program licensed to care for children from infants through 4 years of age. The Children's School partners with the APS Integration Station (IS), offering integrated education programs for children with disabilities ages 2-5. Integration Station is a longstanding and valued part of the TCS community.

### **Job Overview**

We are seeking a dedicated and experienced Executive Director to join our team. This person will be responsible for the overall management and oversight of building operations, staffing, parent communication, attracting and maintaining qualified staff, financial management, and collaborative work with the board. This is a leadership role that requires strong organizational, communication, and leadership skills.

Responsibilities:

- Provide leadership and strategic direction for the overall operations of The Children's School.
- Ensure a safe, healthy, and nurturing conducive learning environment conducive to learning and growth for children and staff.

- Oversee and maintain building operations
- Ensure that facilities are in working order, comply with VA state laws and regulations, and are safe for children, staff, and families.
- Facilitate collaborative relationships with Integration Station Administration and staff and support building inclusive classroom environments for students, staff, and families in Integration Station
- Foster effective communication with parents, addressing concerns and providing updates on programs and activities.
- Manage staffing needs, including recruitment, training, and performance evaluations.
- Attract, retain, and motivate qualified staff to ensure a high standard of early childhood education.
- Collaborate with the board to develop and implement policies that align with the organization's mission and values.
- Ensure financial sustainability and fiscal responsibility through budgeting, financial planning, and resource allocation.

#### Qualifications:

- Bachelor's or Master's degree in Early Childhood Education, Child Development, or a related field.
- At least 5-7 years of administrative experience and proven experience in a leadership role within an early childhood education setting.
- Strong organizational and management skills.
- Excellent communication and interpersonal abilities.
- Knowledge of state licensing requirements and early childhood education best practices.
- Financial management experience.
- Ability to collaborate with diverse stakeholders, including parents, staff, and board members.

#### Salary/Benefits:

- Base salary \$85,000-\$100,000
- Paid holidays (generally following Arlington Public School holidays)
- Sick leave & vacation time
- Health insurance

How to Apply:

- Interested candidates should submit a resume and cover letter outlining their qualifications and relevant experience to [board@thechildrenschooltcs.org](mailto:board@thechildrenschooltcs.org). Please include "The Children's School Director Application" in the subject line.
- Applications will be reviewed on a rolling basis.

The Children's School is an equal opportunity employer and values diversity in the workplace.