



JOB TITLE: Assistant Director
REPORTS TO: Executive Director
LOCATION: Menlo Park, CA

ABOUT ALL FIVE

All Five is committed to building an equitable society beginning with the first five years of life. We believe all families, no matter their background, should have access to high-quality early childhood education for their children in a nurturing and respectful learning community. All Five is expanding to serve a growing waitlist of children with high-quality and socioeconomically diverse early childhood education. During the COVID-19 pandemic, we operate an in-person program with multiple 12-child pods and a one-to-four teacher-to-child ratio.

POSITION SUMMARY:

Work as a contributing member of a management team in a growing early education program that serves children and families from various cultural and socioeconomic backgrounds. Support and inspire teachers' ongoing professional development and contribute to creating an engaging learning environment for children based on an Emergent Curriculum Model. Work to build a strong, nurturing and collaborative community among children, teachers, and families.

A note about our operations during the COVID-19 pandemic: Children and teachers are all outdoors, every day, all day, except for lunchtime and nap time. All Five provides children and teachers cold-weather and rain-weather gear.

RESPONSIBILITIES

Organization

- Collaborate to sustain the vision and mission for All Five based on clear values and academic knowledge of child development and early childhood education.
- Contribute to development and continuity in program-wide procedures.
- In partnership with the Executive Director, develop, implement, and track the annual strategic plan.
- Contribute to recruitment, hiring, and orientation processes of staff and volunteers.
- Contribute to creating a culture of transparency, communication, and collaboration throughout the organization.
- Work to maintain NAEYC accreditation, and level 5 on QRIS.

Faculty:

- With Executive Director and Head Teachers, plan and lead weekly teacher meetings and professional development days.
- Work together in developing knowledge of best practices and encourage teachers to maintain a strength-based image of the child and a collaborative and reflective stance towards teaching.
- Support teachers in planning and providing an engaging early education program based on an emergent curriculum model.
- Conduct periodic evaluations with teachers and the classroom manager.
- Supervise work of classroom manager and custodians.
- Serve in the classroom as needed and contribute to documentation and assessment processes.



Families

- Track and support administration of Learning Genie App.
- Connect new families and children to classrooms and guide families in the use of communication platforms.
- Support management of children's health programs (hearing, vision, and dental), and meals provider for children.
- Provide support for Family Cafés.
- Track and manage family volunteers and outside volunteers.
- Work with teachers, staff, and families on the production of the monthly newsletter.

The critical features of this role are described above but are not all-encompassing; as we weather the pandemic and get closer to expanding our campus to serve more students and families we also expect some responsibilities to shift accordingly.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills, Abilities):

- You have a high level of commitment to inclusive classrooms and to serving children and their families.
- You can multitask and respond to many kinds of people positively .
- You have a high level of interpersonal skills.
- You have a high-level ability to interact with and guide children.
- You have experience managing a teaching team and bringing their practices to the next level.
- You have effective written and verbal communication skills.
- You listen actively, reflect and provide meaningful and thoughtful feedback.
- You have a flexible and positive approach to challenges and feedback.
- You are proactive and can problem-solve both individually and collaboratively.
- You can comfortably address emotions in the workplace and model emotional stability.
- You are sensitive and responsive to the needs of families and teachers.
- You can comfortably work independently, within changing circumstances.
- You approach the current COVID-19 pandemic with measured caution, being aware of different individual responses and reflective of your own.

ALSO IMPORTANT

- You are enthusiastic about the All Five model of early education.
- You are excited about supporting each classroom's study of Emergent Curriculum work, with the goal of supporting in-depth studies.
- You can be flexible with work hours, understanding that All Five is a start-up, undergoing growth, and we are all living through unprecedented times due to the COVID-19 Pandemic.
- You pursue on-going personal, professional growth opportunities.
- You show strong personal health practices to model for teachers and families.

EQUIPMENT TO BE USED:

- Some kitchen equipment
- Variety of indoor and outdoor materials for children and teaching in early education programs
- Desktop computer and tablet

PHYSICAL REQUIREMENTS



- Bend, kneel and otherwise interact with small children; be able to spend time on bent knees to continue eye-contact with small children
- Sit on the floor with children
- Lift equipment up to 20 pounds and lift and hold children up to 40 pounds
- Able to stand and/or squat while supervising children, inside and outside, in challenging weather conditions - our program is 90% outdoors during the COVID-19 pandemic.
- Maintain stamina for long days with children, families, and staff
- Able and willing to clean, garden, and perform other tasks to contribute to maintaining a warm, welcoming, and stimulating environment for children, families, and staff.

WORKING ENVIRONMENT & CONDITIONS:

- Works both indoors and outdoors in children's play areas – including during cold or rainy weather
- Regular exposure to children's illnesses

Education/Certification Requirements:

- California Early Education Site Supervisor Permit minimum required; Program Director preferred.
- Master's degree in early education or educational leadership preferred; bachelor's degree accepted.
- Familiarity with Community Care Licensing, Quality Improvement Rating System (QIRS), and Desired Result of Desired Results Developmental Profile (DRDPs), ERS (Environmental Rating Scale), and Emergent Curriculum model.
- Certified in CPR and First Aid for young children, or ability to become certified.
- Successfully pass a physical exam, including a TB test
- Complete/pass fingerprint screening.
- Participate in and seek out ongoing professional development opportunities.

A PLUS IF...

- You are Bilingual in Spanish and English
- You have experience implementing an emergent curriculum model
- Have experience working with families of diverse socio-economic backgrounds

COMPENSATION:

All Five pay and benefits are more generous than typical Community ECE organizations in the Peninsula and San Mateo County. Benefits include fully-paid healthcare through Kaiser as well as other options, annual paid time off in addition to holidays and vacation periods. Details are available by request.

While housing is not guaranteed, All Five is located proximate to a beautiful new apartment community that participates in a workforce housing program

HOW TO APPLY

Please submit your most recent resume and a brief cover letter to talent@allfive.org



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