



JOB TITLE: Education Director  
REPORTS TO: Executive Director

### **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 and their families with high-quality and socioeconomically diverse early childhood education. All Five is also dedicated to antiracist practices and diversity in education.

### **POSITION SUMMARY**

The Education Director leads the educational vision of the organization. You will work as a contributing member of the management team in All Five's growing early education program serving children and families from diverse cultural, racial, and socioeconomic backgrounds. You will support and inspire teachers' ongoing professional development and contribute to creating an engaging learning environment for children based on an emergent curriculum model. Your work will be centered on building a strong, nurturing, and collaborative community among children, teachers, and families.

### **RESPONSIBILITIES:**

#### Organization

- Collaborate to sustain All Five's vision and mission based on clear values and academic knowledge of child development and early childhood education.
- Contribute to development and continuity in program-wide procedures, including but not limited to ensuring the program is current on licensing requirements, participates in San Mateo County's QRIS program, and maintains NAEYC accreditation.
- Lead recruitment, hiring, orientation, and review processes of teachers.
- Model and contribute to creating a culture of transparency, communication, and collaboration.
- Support and create systems as needed to maintain a high-quality educational environment and materials.

#### Support for Teachers

- Support daily high-quality pedagogical practices through regular coaching and management of teachers, lead teachers, interns, and volunteers.
- Support Lead Teachers to plan and lead weekly classroom team meetings.
- Develop knowledge of best practices and encourage teachers to maintain a strength-based image of each child and each other.
- Support teachers with a collaborative and reflective stance towards teaching.
- Conduct evaluations with teachers using Competencies and Personalized Education Plan.
- Serve classrooms as needed and contribute to documentation and assessment processes.
- Plan and implement professional development days for teachers.
- Support implementation of Learning Genie, Brightwheel, and other platforms as needed.

*The critical features of this role are described above but are not all-encompassing.*



### **QUALIFICATIONS REQUIREMENTS (Knowledge, Skills, Abilities):**

- You show a high level of commitment to inclusive classrooms and to serving children and their families.
- You demonstrate a strong work ethic.
- You show the ability to multitask and respond to many kinds of people positively.
- You have a high level of interpersonal skills including verbal and written communication.
- You show a high-level ability to interact with and guide children.
- You have experience managing a diverse teaching team and bringing their practices to the next level.
- 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 are able and willing to navigate systems tasks on which you might not have been fully trained.
- You can comfortably address emotions in the workplace and model emotional stability.
- You are sensitive and respectful to the needs of families and teachers.

### **ALSO IMPORTANT:**

- You are enthusiastic about the All Five early education model.
- 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 growing, and evening and weekend work may be occasionally required.
- You are excited to spend full days in a classroom or classrooms as needed.
- You pursue on-going professional growth opportunities.
- You show strong personal health practices to model for teachers and families.
- You show initiative, seeing what needs to be done.
- You are able and excited to be onsite at All Five every workday.

### **EQUIPMENT TO BE USED:**

- Some kitchen equipment.
- Indoor and outdoor materials for children and teaching in early education programs.
- Desktop computer and tablet.

### **PHYSICAL REQUIREMENTS:**

- Continually be able to model and bend, knee, sit and otherwise interact with small children; be able to spend time on bent knees to continue eye-contact.
- 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.
- 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 and/or commensurate experience considered.
- Familiarity with Community Care Licensing, Quality Improvement Rating System (QIRS), and Desired Results Developmental Profile (DRDP) assessment, 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 and complete/pass fingerprint screening.
- Provide vaccination information for all communicable diseases, including COVID-19.

**A PLUS IF...**

- You are bilingual in Spanish and English.
- You have experience implementing an emergent curriculum model.
- You have experience working with families of diverse socioeconomic backgrounds.

**COMPENSATION:**

All Five pay and benefits are more generous than typical community ECE organizations on the Peninsula and in San Mateo County. Benefits include paid healthcare through the TriNet platform including Kaiser and 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 several new apartment communities that participate in workforce housing programs.*

**HOW TO APPLY:**

Please submit your resume and a brief cover letter to [talent@allfive.org](mailto:talent@allfive.org)