

Overview

The Opportunity

The Executive Director of TCS will serve as the leader of our community, responsible for the overall strategic direction and management of the school. This role requires a visionary and inspiring leader who is passionate about early childhood education, skilled in operational management, and dedicated to fostering an inclusive and engaging community for children, families, and staff.

About The Children's School

[The Children's School \(TCS\)](#), located in Arlington, Virginia, is a premier early childhood education center dedicated to fostering a nurturing and stimulating environment for young children. Our school serves a diverse community and is known for its commitment to inclusive education, exceptional child development programs, and strong family partnerships. With a rich history of educational excellence, The Children's School prides itself on providing a safe, compassionate, and dynamic learning environment where every child can thrive.

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 Arlington Public Schools (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.

Responsibilities

School Leadership

- | • Provide visionary and strategic leadership to uphold and advance the mission, values, and goals of The Children's School.
- | • Ensure the consistent delivery of a high-quality early childhood educational experience that meets the dynamic needs of a diverse student population.
- | • Promote a culture of safety, compassion, trust, and excellence in all aspects of school operations.
- | • Serve as a role model for staff, demonstrating professionalism, integrity, and a commitment to continuous improvement.

- | • Facilitate collaborative relationships with Integration Station Administration and staff and support building inclusive classroom environments for students, staff, and families in IS
- | • Represent TCS in community, city, and county-wide early childhood policy initiatives and discussions, demonstrating and amplifying TCS's role as a leader in the broader EC sector

Family and Community Engagement

- | • Foster strong relationships with families, creating a welcoming and inclusive school community.
- | • Communicate consistently, effectively, and transparently with parents and caregivers, providing regular updates on school activities, child development progress, and concerns.
- | • Engage with the broader Arlington Public School community to build partnerships, create cohesion, and promote the school's mission.

Curriculum Development

- | • Work in tandem with IS administration on the design, implementation, and evaluation of a comprehensive and dynamic curriculum that promotes optimal childhood development.
- | • Ensure that teaching practices and educational programs are evidence-based, inclusive, and aligned with current best practices in early childhood education.
- | • Support, mentor, and motivate teaching staff, providing professional development opportunities and fostering a collaborative and innovative educational environment.
- | • Emphasize the importance of social-emotional learning, creativity, and play-based learning in the curriculum.

Operations and Finance

- | • Oversee the school's financial health, including developing and managing the organizational budget (~\$3m in 2024), appropriate resource allocation to ensure sustainability and growth, and maintenance of organization's 501c3 status.
- | • Oversee daily operations and facilities management, ensuring compliance with all regulatory requirements and maintaining high standards of safety, health, and cleanliness.
- | • Develop and implement policies and procedures that support efficient and effective school operations, including facilities management.
- | • Work closely with the Board of Directors to align operational strategies with the school's long-term goals.

Key Skillsets and Competencies

- | • **Communication:** Exceptional verbal and written communication and interpersonal skills; the right candidate will prioritize effective communication and regular engagement with families, staff, and community stakeholders.
- | • **Organizational Management and Operations:** Strong project management skills; ability to develop and implement clear and efficient systems and processes; an understanding of and appreciation for the importance of facility maintenance and upkeep.
- | • **Safety and Care:** A strong commitment to creating and maintaining a safe, clean, and nurturing environment for all children and staff.

- | • **Childhood Development:** Deep knowledge of and experience with early childhood development principles and practices, with a focus on fostering holistic growth and including experience with and understanding of special education.
- | • **Compassion:** Demonstrated empathy and understanding in interactions with children, families, and staff, fostering a supportive and inclusive community.
- | • **Inclusion:** A commitment to diversity, equity, and inclusion, ensuring that all members of the school community feel valued, respected, and a strong sense of belonging at TCS.

Qualifications

TCS understands that candidates rarely meet 100% of the qualifications. We strongly encourage candidates, in particular women and people from underrepresented backgrounds, to apply if they meet many of the qualifications.

- | • Minimum of five years of experience in early childhood education, with at least three years in a leadership or administrative role.
- | • Meets Program Director qualifications for Arlington County and Commonwealth of Virginia, minimum of which is Associate's degree in Early Childhood Education or related field
- | • Proven track record of successful program development and/or operational and facilities management.
- | • Strong financial acumen and experience with budgeting and financial oversight.
- | • Excellent interpersonal skills and the ability to build trust and strong relationships with diverse stakeholders.
- | • Knowledge of state licensing requirements.
- | • Authorized to work in the US.

Application Process

Please apply via the link at the top of the page. All submissions receive acknowledgment and are confidential within the search committee and TSNE. Electronic submissions sent through the above link are preferred.

Candidates should include a resume or profile summary that showcases their skills and experiences, as well as a cover letter describing their interest and how their qualifications and experience match the needs and mission of The Children's School. While candidates are strongly encouraged to apply as soon as possible, the position will remain open and applications accepted until the right candidate is identified. The TCS Search Committee will review applications, and candidates who are selected to move forward in the hiring process will be notified. All initial interviews will be conducted via Zoom. Questions may be directed to TSNE Search Consultant, Brian Gallagher, brian@bgallagherconsulting.com.

The Executive Director position is full-time, based in Arlington, Virginia, and requires full-time presence at the school. TCS offers a comprehensive benefits package, and salary is competitive with relevant experience, within the framework of the organization's annual operating budget, and in the approximate range of \$100,000-\$125,000. The Children's School is an equal opportunity employer and encourages applications from all qualified individuals.

Apply Here: <https://www.click2apply.net/BDRpEKUALXkwAsp4wHRZx8>

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