



**Amazing Life Games Preschool
Executive Director
July 2020**

Amazing Life Games (ALG) is a cooperative preschool in Washington, DC, serving children ages 2.5 to 5 years. ALG is seeking a passionate and inspired Executive Director who is committed to continuing the nearly 50-year legacy of the school to develop young minds through play and outdoor learning.

ALG has a committed community of parents, teachers, and alumni that believe three core principles drive the foundation of early childhood development: (1) play is the foundation of all learning; (2) children need the skills to resolve conflicts and work collaboratively; and (3) the outdoors is critical to developing the whole child.

The leader of this cooperative will actively promote the values of the school to learning through **play** (outdoors whenever possible); **living green** (e.g., composting, organic gardening, recycling); and **healthy eating** (whole foods, low/no sugar). ALG is committed to serving a diverse and inclusive set of families who reflect our city and believe in the cooperative mission of the school. In the COVID-19 era, ALG will offer a safe in-school experience focused on outdoor learning, as well as contingency plans to pivot to virtual programming if and when necessary.

The Executive Director manages a team of talented, long-serving teachers, supports a parent-led Steering Committee, and reports to the ALG Board of Directors.

ALG follows the DC Public School calendar during the school year and runs a four-week camp in summer. The Executive Director will work 45 weeks per year at full- or three-quarters time, at least for the 2020-21 school year. The school is open from 8:30 a.m. - 6:00 p.m. Monday through Friday. During the 2020-21 school year, the daily schedule will likely be shortened and hours more flexible, due to the smaller class sizes, after-care changes, and other conditions required during the COVID-19 pandemic.

The ALG Executive Director will have the following **financial and regulatory** responsibilities:

- Manages school finances with support from bookkeeper (budget development, tax filings, monthly tuition reconciliation, lease, payroll/unemployment insurance, health insurance, etc.).
- Leads school fundraising efforts by working with a parent-led team to execute the school's fundraising plan, including an annual auction.
- Maintains all required licensing and school records.

- Uses and maintains online systems (ProCare, Google forms, Trello, etc.) to maintain active waiting lists, enrollment, Human Resources, healthcare and school expenses.
- Ensures all insurance is active (liability, D&O) and that all volunteers have passed security and health checks.
- Develops plans to ensure health and safety of ALG students, teachers, staff and families, including contingency plans for remote learning when necessary.

The Executive Director will have the following **early childhood development** responsibilities:

- Manages the annual admissions process and sustains or grows student enrollment, with particular emphasis on increasing diversity of all types.
- Collaborates with a committed team of teachers, a Board of Directors, a parent-led Steering Committee, and a church Board of Trustees (ALG's landlords).
- Maintains a visible presence throughout the facility.
- Identifies training opportunities with staff annually to ensure compliance with OSSE training requirements.
- Creates a positive school culture that includes families, children, and teacher relationships.
- Uses knowledge of child development to assess and evaluate each child's growth and development.
- Creates positive partnerships with families by serving as a resource; responds to family questions and concerns in a timely and professional manner.
- Maintains ALG's commitment to cooperative schooling by inviting and encouraging parents to contribute in meaningful ways to the school.
- Provides classroom support during transitions and fills in for teacher-led projects.
- Carries out responsibilities of a classroom teacher as needed.
- Maintains ALG's commitment to positive discipline and engaging children in their own problem solving.

The Executive Director will have the following **supervisory** responsibilities:

- Manages, develops, supports, and collaborates with a team of 6-10 long-serving, dedicated staff.
- Leads the implementation of a developmentally appropriate, play-centered curriculum.
- Oversees the daily workflow, scheduling, and operations of the school.
- Manages facilities (in and outdoors).
- Hires and trains staff when necessary or appropriate.
- Evaluates staff performance and provides additional training and guidance.
- Handles discipline and termination of employees in accordance with school policy.

Required Skills/Abilities:

- Extensive knowledge of early childhood development principles and developmentally-appropriate educational practices centered in a play-based curriculum.
- Thorough understanding of educational licensing requirements, and other District of Columbia guidelines and requirements.

- Excellent communication and interpersonal skills with adults and children.
- Ability to create a positive, safe, and nurturing environment for children.
- Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- Ability to coordinate, direct, and execute fundraising efforts.
- Excellent organizational and administrative skills.
- Ability to plan, manage, and evaluate curriculum.
- Proficient with Microsoft Office Suite or related software as required for recordkeeping and documentation.

ALG offers an extensive benefits package including:

- Competitive salary
- Tuition remission for children of staff
- Paid vacation and holidays
- Medical, dental, and vision insurance
- SEP-IRA plan
- Professional development

Education and Experience:

- Qualified candidates must meet D.C. Office of the State Superintendent of Education's requirements for Child Development Center Directors, see: <https://dcregs.dc.gov/Common/DCMR/RuleDetail.aspx?RuleId=R0020822>

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to approximately 15 pounds at times.

Please send cover letter with salary requirement, resume and 3 references to: recruiting@amazinglifegames.org

Questions about ALG can be answered on our website at: www.amazinglifegames.org.

No calls please.

This position will remain open until filled.