



Assistant Director of School

Job Overview:

The assistant director of school directly supports the director of school and serves as an educational leader of our preschool for children from 6 weeks to pre-kindergarten, including those with special needs, developmental delays, or neurodiversity, as well as typically developing children. This role encompasses the oversight of curriculum, talent development, data management and analysis, compliance and building maintenance, and family engagement support.

Responsibilities:

Curriculum

- Oversees curriculum selection, implementation, and management. Ensures fidelity of curriculum use in all classrooms.
- Manages classroom resources and inventory of such to support curriculum – storage, cleanliness, inventory, purchasing, and elimination.
- Ensures curriculum is basis for lesson planning and is tied to the Tennessee Early Learning Development Standards (TNELDS).
- Adapts and differentiates curriculum materials and instructional strategies to accommodate the individual learning styles, abilities, and diverse needs of children.

Talent Development

- Assists in the interview and hiring process of lead and co-teachers.
- Models, coaches, and co-teaches in early childhood classrooms to ensure instructional effectiveness, student learning, and development for all children.
- Coaches and supports teachers in response to curriculum needs, instructional practices, classroom management, SEL and child behavior, classroom organization, cleanliness, and appearance.
- Partners with director of school to execute teacher observation process.
- Assists with performance improvement plans and the annual performance review process.
- Supports and delivers professional development during in-service and to support ongoing needs of staff.

Data Management & Analysis

- Assists with the collection of class and individual child assessments. Compiles and analyzes data.
- Supports IPP process – writing of IPPs and accomplishment of student goals.

Compliance & Building Maintenance

- Supports and coaches teachers to ensure compliance with all DHS regulations.
- Ensures health and safety of all children and staff at all times in compliance with DHS rules and regulations.
- Maintains overall presence of preschool to include bulletin boards aligned with curriculum, signage, information, and general organization and cleanliness.
- Maintains toys and resources in common areas used for teaching and play.

Family Engagement

- Support admissions process overseen by office manager to include hosting playdates, tours, building rosters, etc.
- Plans special events such as 50's day, 100th day, holiday parties, book fairs, community information sessions, etc.

Qualifications:

- Bachelor's or master's degree in early childhood education, elementary education, special education, or educational leadership and administration.
- One+ years of leadership experience in an educational setting, preferably early childhood education preferred.
- Experience working with children with and without special needs.
- Strong knowledge of curriculum design, instructional methods, and classroom management.
- Familiarity with DHS licensure, certification requirements, and regulations.

Skills:

- Proven leadership and administrative capabilities.
- Excellent communication and interpersonal skills.
- Ability to foster a collaborative and inclusive educational environment.
- Strong problem-solving skills and the ability to manage multiple priorities.

Reports to: Director of School

Position Type: Full Time, Exempt

This enhanced job description aims to clearly articulate the responsibilities and expectations for the role of assistant director of school at High Hopes, Inc., highlighting the educational environment's inclusive and adaptive nature and the comprehensive scope of duties associated with this pivotal position.