



*An award-winning EL Education school in Washington, DC*

### **Position Available: Early Childhood Director**

Capital City Public Charter School seeks an experienced and philosophically aligned Early Childhood Director to lead the early childhood component (Pre-K and Kindergarten) of our Tier 1 PK3-4<sup>th</sup> grade Lower School program. The Early Childhood Director has important responsibilities for the supervision, management and professional development of early childhood staff in 6 Pre-Kindergarten and Kindergarten classrooms. The Early Childhood Director, with the support of the Principal, engages and supports parents and families in all areas related to the early childhood program. The Early Childhood Director reports to Lower School Principal and works closely with the Principal and the Lower School Leadership Team to realize the mission and vision of the early childhood program.

#### ***About Capital City:***

Founded in 2000, Capital City remains true to its original mission of enabling a diverse group of students to meet high expectations; develop creativity, critical thinking, and problem-solving skills; achieve deep understanding of complex subject; and acquire a love of learning along with a strong sense of community and character. Key elements of our school program include:

- An emphasis on the **deeper learning skills** that students need to be successful in college and careers including collaboration, communication, critical thinking, problem-solving, and metacognition.
- **Authentic hands-on learning experiences** through learning expeditions, a key component of the EL Education model. Learning expeditions engage students of all ages in tackling real-world problems through a social justice lens.
- **A developmental whole-child approach** including a focus on the **social curriculum** through the Responsive Classroom® model, arts integration, and building a healthy environment.
- Focus on **personalized learning** to challenge and support all students in inclusive classrooms.
- A commitment to **educational equity** by making it our top priority to develop our staff, examine our curriculum and practices, and take bold actions to close the achievement gap.

Capital City serves a diverse population of nearly 1,000 students in grades PK-12 including 324 students in the Lower School PK-4 program. The entire PK-12 program is housed on a state of the art, single campus in Ward 4. Capital City has been a model for school reform in the District and a mentor school for the EL Education model. Capital City hosts hundreds of visitors annually.

#### ***About the Position:***

The Early Childhood Director position is an Assistant Principal level position and the duties and responsibilities of are many and varied. The most critical elements of this position are:

- **Fostering a cohesive shared vision for early childhood education.** The vision should be centered on developing the academic, social, and emotional skills of young children. The EC Director must work to ensure that early childhood teachers, elementary teachers, administrators, and parents all understand the philosophy and purpose of the program and how they each in their own roles can support its success.
- **Supporting a strong school culture with equity at the core.** We want our EC Director to be a leader for equity and model culturally competent collaboration, communication, and relationship-building through their actions and words.
- **Ensuring high quality curriculum and instruction.** Our EC Director must know what high quality instruction looks like in early childhood classroom and support teachers in designing curricula aligned to standards that challenge, engage, inspire, and empower all students.
- **Using data to improve instruction.** Our EC Director should be familiar with the assessments used in our early childhood program including Teaching Strategies Gold® for PK and NWEA MAP for Kindergarten; and implement clear, consistent, no blame strategies for using data to analyze student success across the three dimensions of student achievement (mastery of knowledge and skills, high quality work, and student character) and use the results to address gaps and inequities.
- **Supporting Strong Transitions.** Our EC Director ensures strong transition to school for our students coming from daycare settings, Headstart programs, and home environments; and works with others in the school to support the transition from PK to Kindergarten and from Kindergarten to First Grade. Strong collaboration with teachers, administrators, parents, and community members are essential for this work.
- **Ensuring Success of our English Learners.** Nearly 40% of early childhood students are English Learners. The EC Director must understand the needs of English learners and be able to support teachers in effectively meeting those needs.
- **Leading high-quality professional learning.** Our EC Director works with other school leaders to ensure that all teachers are supported in their professional growth through frequent descriptive feedback, coaching, and professional development.
- **Engaging families in their children's education.** As the first parent-founded charter school in Washington, DC, family engagement is critical to the success of our students and program and parents are their children's first and best teachers. Our EC Director must make engaging families in their children's education a priority.

***Candidate Requirements:***

Capital City is committed to finding a compassionate, innovative, and philosophically aligned leader for this important position. Specific qualifications include:

- Master's degree in Education
- Articulated philosophy of early childhood education with educational equity at its core
- Strong knowledge of child development and deep belief in the capabilities of young children
- Experience working with English Language Learners and an understanding of their needs in an early childhood setting

- Minimum of 4 years of successful classroom teaching and school leadership experience
- Supervisory and management experience including experience coaching teachers
- Experience teaching and leading in urban education serving students of color from low-income backgrounds
- Experience implementing and leading many of the instructional programs our school implements
- Strong data analysis skills and experience using data to improve instruction
- Excellent interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups
- Spanish fluency strongly preferred (Capital City serves a population that is 51% Latinx)

**Compensation and Benefits:** Capital City offers a competitive salary commensurate with experience and a comprehensive benefits package.

*The Early Childhood Director position is a 12-month position which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.*

**To Apply for the Early Childhood Director Position:** Email your resume and letter of intent to Michelle Johnson, Lower School Principal, at [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org). Please include the position title in the subject line of your email. Visit our website at [www.ccpcs.org](http://www.ccpcs.org) for additional information about our organization.

*Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*