



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

### **Early Childhood Director**

Capital City Lower School is seeking an experienced and dedicated Early Childhood Director to join our team for the 2018 - 2019 school year. The Early Childhood Director is responsible for overseeing the early childhood instructional program (PK and Kindergarten) and the implementation of the school's early childhood program. The Early Childhood Director supervises all early childhood teachers, including lead PK and Kindergarten teachers, the Early Childhood Art Teacher and Early Childhood Fellows and Assistant Teachers, and has important responsibilities for the supervision, management and professional development of early childhood staff. 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 to realize the mission and vision of the early childhood program.

This is a 12-month position, which is exempt, and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

The many and varied responsibilities of this role include:

- Ensuring that Capital City early childhood teachers understand and fully implement the curriculum as detailed in the early childhood program description.
- Developing and overseeing plans for curriculum review and development working closely with the LS principal, HOS and instructional coaches.
- Supporting and ensuring effective and developmentally appropriate instruction that meets the needs of diverse learners within the early childhood program.
- Develop instructional schedules for early childhood classes, special subjects and inclusion.
- Participating on the Instructional Leadership Team.
- Working with LS Principal to ensure instructional consistency between early childhood and elementary classrooms.
- Working closely with the Director of Student Services to support early childhood children struggling with behavior. Support teachers in implementing discipline policy.
- Ensure that early childhood teachers assess student learning and use data and information to inform instruction. Support teachers in using learning targets as an effective assessment for learning strategy.
- Monitoring teacher collection of school accountability data.
- Working with the principal and early childhood ILT representatives to create a yearlong schedule for Wednesday PD that aligns with professional development goals.
- Seeking to connect early childhood staff with professional development in line with personal goals.
- Communicating regularly with parents through bi-weekly bulletins and other communication.

**Requirements:** Two of the following — Master’s degree in Early Childhood Education or Elementary Education, 5+ years of full-time teaching experience in a primary grades classroom; leadership experience in a school or educational setting; work in diverse and inclusive settings and the ability to speak Spanish are desired.

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

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

**About Our School:** Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City’s program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

***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.***