



The Eastern Ridge School's mission is to foster a community that inspires independence, creativity, and a lifelong love of learning in an environment that encourages self-expression, shared experiences, plus passion for — and connection to — the natural world. Our curriculum is heavily influenced by constructivist philosophers, forest schools, and the Reggio Emilia approach.

Our tight-knit community of families and teachers work closely together to create a nurturing and respectful environment. We are seeking a Program Director for immediate placement.

Responsibilities include:

- Daily administration and operation of the school, including leading and planning staff meetings.
- Provide vision and guidance in curriculum development for the school as well as individual classrooms.
- Hiring and retention of competent, professional, and qualified staff.
- Coordination of Professional development and training of all staff on a regular basis, including regular staff evaluations.
- Adherence and compliance with state licensing requirements for a child day center.
- Recruitment and enrollment of families for school year and summer programs.
- Strong support of, and attendance at, school activities, including campus work days and social, community-building events.
- Working with the Treasurer to prepare and maintain an annual budget.
- Coordinate Staff scheduling for school year and summer programs.

A successful candidate will demonstrate the ability to:

- Model and promote our philosophy of developing the whole child, through positive, respectful communication and interactions, in collaboration with teachers and parents.
- Oversee and support staff within their classrooms as well as their growth as educators.
- Communicate effectively and positively with families regarding their child's development.
- Multi-task various issues at one time, prioritize the issues, and take charge, meeting challenges with enthusiasm and confidence.
- Work cooperatively and guide the Board in the vision for the school and the ability to convey a vision of the school's strategic future.
- Seek assistance when needed from the Board or other professional organizations.

Qualifications:

- Bachelor's Degree in Child Development, Early Childhood Education or related field required, Master's Degree preferred.
- 3+ Years experience in an educational environment inspired by constructivist thinkers, forest schools, or the Reggio Emilia approach preferred.
- Grant writing and business development experience preferred.

Salary is commensurate with experience.

