



TITLE: Executive Director

OUR ORGANIZATION: Playmates Cooperative Nursery School, “A Place Where Kids Can be Kids,” is a parent participatory preschool that has been serving San Francisco families for more than 65 years. A parent participation, or cooperative, nursery school is a non-profit, non-sectarian, democratic organization where each family shares in the planning and operation of the school. We focus on the active involvement of parents in our program, both through our elected parent Board of Directors and parent classroom participation. We offer a fun, safe, well-rounded program that supports social, emotional, sensory, and physical development for children ages 2 ½ - 6 years of age. Our exciting and creative curriculum is play-based and child-directed, hands-on, developmentally challenging, and fun.

THE POSITION: We are looking for a talented, motivated Executive Director to work with the Board of Directors to develop and implement the vision, goals and work plans to ensure the consistent achievement of our mission and financial integrity. The Executive Director has lead responsibility for recruiting and supervising staff. The Executive Director reports to the Board of Directors.

RESPONSIBILITIES

Leadership and Management

- Work with the Board of Directors to develop and implement strategic initiatives that advance the organization's mission.
- Ensure ongoing excellence of programs; recommend timelines and resources needed to achieve the strategic goals.
- Lead and collaborate with staff and parents to plan, develop, and implement a collaborative, reflective, and intentional preschool curriculum that recognizes that young children learn through play, inquiry, and direct experience.
- Work with the Treasurer, Board, administrative staff and financial advisor to maintain the fiscal health of the school, review an annual budget, and operate within budget guidelines.
- Assist staff in relating their specialized work to the total program of the organization.
- Work with parents and staff to maintain indoor and outdoor environments that encourage children to explore their interests and ideas.
- Stay current in changing trends, research, and policies in early childhood education.

Administration and Operations

- Ensure that the organization is administered in an effective and efficient manner and is at all times in compliance with all legal and administrative guidelines, codes and regulations, including the Community Care Licensing Division of California.
- Recruit, employ, supervise, and release staff; ensure that job descriptions are developed, regular performance evaluations are held, and that sound human resource practices are in place.
- Oversee enrollment with help from the Administrative Director and Membership Committee, join school tours if time permits to recruit and educate potential new members, attend informational sessions for new families.
- Provide guidance to support the children's healthy social and emotional development.
- Help ensure appropriate classroom supervision and adult-child ratios.
- Lead and participate in regular staff meetings.
- Guide parent educational meetings, including selection of outside consultants and educational speakers.
- Promote active and broad participation by parents, alumni and funders in all areas of the organization's work.

QUALIFICATIONS

Requirements

- Demonstrated passion for the mission of Playmates Cooperative Nursery School.
- A valid/current California Child Development Site Supervisor or Program Director Permit.
- Must pass a fingerprint clearance test for all appropriate agencies (e.g., FBI, Department of Justice, and the Child Abuse Index Services) and must pass a Tuberculin (TB) clearance upon hire.
- A minimum of three (3) years' teaching and supervisory experience in a preschool program.
- Valid/Current Pediatric CPR/First Aid Certificate.
- Thorough knowledge of child development theory and its application to early education.
- Strong interpersonal communication and conflict resolution skills.
- Excellent written and verbal English skills.
- Ability to perform physical activities, such as walking, bending, standing, and lifting children or heavy items (up to 50 lbs).

Desired Qualifications

- A degree in Early Childhood Education or Child/Human Development preferred.
- Experience in a cooperative preschool program.
- Familiarity with play-based, Reggio, and Montessori practices.

WORK SCHEDULE

- M-F 8:30am – 4:30pm with lunch break. Approximately 40 hours per week, plus three Tuesday evening meetings per month.
- School year follows the SFUSD calendar. Reduced hours during summer.

COMPENSATION

Competitive Salary based on experience. Benefits include PTO, bonuses, and retirement plan.

HOW TO APPLY

Please submit the following materials:

- Resume
- Cover letter that describes your interest in the position, helps us understand your unique skills and attributes, and responds to the following two questions:
 - What child development theories or practices have been most influential to you?
 - What are some key opportunities and challenges posed by a parent cooperative nursery school?
 - How would you handle a conflict situation among students? Among adults?
 - How do you lead and motivate teachers?
- Copy of valid/current California Child Development Site Supervisor Permit or Program Director Permit.
- Copy of valid/current Pediatric CPR/First Aid Certificate.
- Copies of ALL college transcripts, showing coursework completed, grades achieved, and degrees conferred. NOTE: unofficial transcripts are acceptable for application purposes; official transcripts will be required upon hire.

Email Required Application Documents to: hiringpcsf@gmail.com