



Charles Wright Academy

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Lower School Assistant Director/Early Childhood Education Director

Posting Date: December 2019
Application Deadline: Open Until Filled
Start Date: Between April and July of 2019

Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

The Lower School serves 197 students with an emphasis on the whole child's growth and development. There is a magic to the Lower School that is evident as you observe the joy of students and teachers in action. Attracting a diverse and representative student body is a priority at the school. For the 2018-19 school year, 47% of lower school students identify as people of color. Families are attracted to the Lower School for its breadth of opportunities for students to discover passions, focus on the individual child through active, hands-on learning, expert teaching, and a warm, inclusive community. Lower School teachers are dynamic, experienced, and passionate about their work with children. Charles Wright's Lower School draws students from a geographically broad area spanning four counties in the South Puget Sound area. The Early Childhood Education program is growing with the addition of a Preschool for three-year-olds for the 2019-2020 school year.

Our Mission Statement: Charles Wright Academy provides a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.

Summary:

This is a full time, 12 month, exempt position that reports to the Lower School Director. The LS Assistant Director/ECE Director works in tandem with the LS Director to advance and execute on a mission-congruent vision for students in Preschool-Grade 5. The LS Assistant Director/ECE Director will collaborate to provide direction and guidance for teachers and staff as well as parents in an environment that allows young children to thrive.

Priorities for the LS Assistant Director/ECE Director:Early Childhood Education Pedagogy, Licensing, Oversight:

Charles Wright will launch a preschool for three year olds for the 2019-2020 school year. The LS Assistant Director/ECE Director will be responsible for creating and maintaining a program based on the school's mission, vision, and the newly articulated Early Childhood Philosophy and Guiding Principles. The LS Assistant Director/ECE Director will be charged with creating a continuous and consistent experience for students in Preschool, Junior Kindergarten, and Kindergarten while also maintaining appropriate licensing through the state. Additionally the LS Assistant Director/ECE Director will coordinate and teach parent education classes.

After-School Program Development, Oversight, Management:

The LS Assistant Director/ECE Director will oversee all after school programming including trimesterly enrichment classes, youth athletics, and After School Care. LS Assistant Director/ECE Director will oversee a summer program serving preschool students.

Student and Family Support, Administrative Support, Special Events:

The LS Assistant Director/ECE Director will work closely with the Lower School Learning Specialist, School Counselor, Academic Leadership Team, and Lower School Director to support students and families. The LS Assistant Director/ECE Director will coordinate and manage special events, manage daily duty schedules, and assist with a range of administrative tasks.

Qualifications:Required Qualifications:

- Bachelor's degree, a master's degree is preferred.
- Experience teaching in a Preschool - 12 classroom, preferably in an independent school.
- Proven track record of successful leadership, collaboration, and innovation.
- Experience successfully coaching and training faculty.
- High ethical standards and discretion.
- Flexibility to work some nights and be present at specially scheduled weekend events.
- Aligned philosophically with Charles Wright Academy's mission and commitments to students, families, and the community.

Preferred Qualifications:

- Experienced early childhood teacher and thinker, ideally with administrative experience, who is an advocate for early childhood learning.
- Ability to collaborate with faculty and administrators to effectively incorporate the latest research and best practices.
- Has a clear vision of their role as a leader and a strong understanding of what it means to support teachers in their growth as well as an interest in ongoing learning and professional development.
- Excellent interpersonal skills, a sense of humor, an interest in engaging in the school community.
- Ability to work closely with parents and young children.
- Be able to articulate the value of experiential learning and its role in building a student's intellect, character, and wellness.
- Demonstrate cultural competency in and out of the classroom and understand culturally responsive teaching practices.
- The ideal candidate should be interested in representing the Lower School in the greater South Sound community and beyond.
- Familiarity with Google G-Suite for education, Skilled in Microsoft Office suite of applications and web-based software. Experience with Veracross preferred.

Living in Tacoma:

Located nearly halfway between Seattle and the state capital of Olympia, Tacoma is the third largest city in Washington and the heart of Pierce County. The city provides the cultural, educational, and economic amenities of a highly urban area with the quality of life, cost of living, and sense of community typically associated with a smaller city. Tacoma was recently featured in Sunset Magazine as one of “20 Game-Changing Places To Live.” As the article put it, “the former shipping and manufacturing powerhouse has seen an influx of creative Left Coasters making new use of once-defunct warehouses—and enjoying the port’s down to-earth allure.” Despite this, housing costs in Tacoma are 61% less than in Seattle. The next LS Assistant Director/ECE Director will be able to select from a wide variety of desirable neighborhoods.



Salary/Benefits:

Salary is competitive with other independent schools in the Pacific Northwest. Compensation includes a comprehensive benefits package to employees and their families designed to provide choice, flexibility, and value. In addition to health (medical, dental, vision), life and disability insurance, and a flexible spending account, we offer participation in the Academy's 403(b) retirement plan, including a generous employer contribution once you meet eligibility, paid time off, tuition remission for immediate dependents, subsidized lunches, and professional development.

Application Process:

Interested candidates should send a letter of interest and resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to "Upper School", using Upper School visitor parking.

The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.