



**Director**  
**One Fifty Parker Avenue School – San Francisco, CA**  
**July 2024**

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**About One Fifty Parker Avenue School**

One Fifty Parker Avenue School is a small, homelike setting where children explore freely, spread their wings, and discover who they are, as well as what it means to be part of a larger community. Our play-based philosophy is at the center of everything we do.

We believe children learn best and make sense of the world around them when given time to play. Our teachers are skilled play facilitators, guiding children through their social interactions and peer relationships to help build their confidence, language skills, and empathy. Our curriculum is grounded in social-emotional development and by the end of their time at Parker School, children have learned how to express themselves, their ideas, and their feelings. With gentle guidance, each child builds their ability to emotionally self-regulate in our safe and nurturing classrooms.

Teachers offer thoughtful amounts of structure to each classroom and provide plenty of opportunities for inquiry and hands-on learning. Our emergent, developmentally-appropriate curriculum stems from the children's interests. Projects and activities have the flexibility to take new shape as teachers become learners alongside the children. Through these projects, children ask questions and express themselves through language, art, dance, writing, dramatic play, and building. They problem-solve, test theories, and learn to persevere.

One Fifty Parker Avenue School has a rich history in San Francisco, having been continuously operating for nearly 70 years. Dorothy Rothkop founded One Fifty Parker Avenue School in 1954. In 1969 a group of energetic and enthusiastic parents purchased the school and expanded the program to include two nursery school sessions, a kindergarten and an extended childcare program. It was incorporated as a non-profit the same year.



**Carney  
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The Search Group

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## The Basics

One Fifty Parker Avenue School serves children ages 2.9 to 6 years of age. Children are placed into classes by age:

- 2.9-3.5 year-olds join our AM Nursery class in September.
- 3.5-4.5 year-olds move into our PM Nursery class their second September with us.
- Our Transitional Kindergarten class is a third year for children 4.5-5 years old who are typically not age eligible to enter Kindergarten after two years at Parker School.
- Our AM & PM Nursery classes are made up of 18 children and 3 teachers. Our TK class is made up of 12 children and 2 teachers. We keep a 6:1 ratio in these core programs.
- Our AM & PM Nursery programs are in session 3 hours per day, for 5 days a week. Our TK class is in session 4.25 hours a day for 5 days a week.
- 9AM-12PM are the daily hours for AM Nursery, and 1PM-4PM are the daily hours for PM Nursery. The TK program meets daily from 8:30AM-12:45PM.
- In addition to the core programs, childcare options are available, and the school is open daily from 8AM-6PM

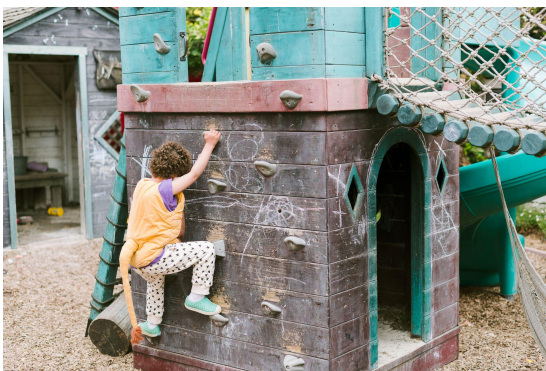
## Job Objective

The Board of Directors of One Fifty Parker Avenue School is searching for a Director to lead the school. The Director is responsible for the educational life of **One Fifty Parker Avenue School** and is the primary guardian of the School's play-based philosophy. The Director ensures that all School operations run smoothly and embodies passion and commitment to the School's community and play-based philosophy.

## Qualifications

Parker School is looking for a Director that possesses the following qualifications.

- Has a strong background in early childhood education, with both hands-on teaching experience and knowledge of best practices in areas including play-based learning, developmentally appropriate practice, early childhood mental health, and social emotional learning.
- Understands, respects, honors and celebrates the culture, philosophy, and practice of Parker School.



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- Is committed to connecting with and supporting families as an integral part of children's school experience.
- Is a collaborative decision maker that values input and partnership with teachers, families, and Board members. The Parker School Director should be comfortable listening to and integrating diverse and differing viewpoints.
- Embodies flexible thinking and a growth mindset. Is open to feedback, willing to admit making mistakes, and committed to growth.
- Is committed to embracing and furthering Parker School's commitment to diversity, equity, inclusion, and belonging, and enthusiastic about working to increase diversity within the school community.
- Proven track record of successfully leading and managing a team of individuals.
- Has experience recruiting, selecting and enrolling students and families that support a mission-driven educational institution.
- Demonstrated success in structuring an organization, including financial and operational experience.
- Effective communication and listening skills.
- Problem-solving skills; someone who is a proactive and thoughtful team player, experienced in responding to a wide variety of viewpoints and synthesizing ideas to develop an action plan.
- The Director must meet all California Community Care Licensing requirements. More information can be found [here](#).

## **Main Duties and Responsibilities**

1. Clearly and persuasively articulate the philosophy and mission of the School to parents, teachers, the Board of Directors and the wider community. This includes embracing a growth mindset about where Parker School wants to be in the future, in order to be proactive and flexible about the changing needs of San Francisco families while staying true to Parker's mission and philosophy.

- Enact school policy and practices guided by Parker's philosophy and mission.
- Represent the School with professional agencies, other schools and at professional conferences.

## **2. Take the lead in implementing the School's developmental philosophy through oversight of the curriculum and direct support of Parker children.**

- Possess true passion, understanding and belief in play-based education, while acting as an enthusiastic advocate, sharing this devotion and dedication with others.
- Support staff in developing curricula that reflect our commitment to play-based philosophy and are developmentally appropriate.
- Become familiar with the development of each child in the School through observation and hands-on classroom involvement.
- Assess and discuss with teachers the social, cognitive, physical and emotional progress of each child.



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### **3. Take the lead in continuing and deepening the School's commitment to diversity, equity, inclusion, and belonging.**

- Enact initiatives to increase diversity within the School community.
- Support staff in developing curricula that reflect our commitment to DEI.

### **4. Manage and support a professional teaching staff of 13 adults.**

- Model, promote, and inspire an inclusive and collaborative work culture
- Conduct weekly all-staff meetings to discuss policy, upcoming events, planning and School philosophy.
- Meet with teaching teams and individual teachers as needed to provide support and input.
- Encourage, initiate and implement professional development in conjunction with teachers through participation in various workshops and symposia, as well as through the sharing of new ideas and professional materials. Stay well informed of developments and trends in early childhood and be a thought leader.
- Observe staff interactions with children, families, and coworkers and offer constructive feedback on an ongoing basis and in annual reviews in the Spring.
- Maintain a group of qualified, committed teachers through negotiating yearly teacher agreements, recruiting, interviewing, hiring, onboarding, and terminating as required.
- In partnership with the Assistant Director, maintain personnel files with hiring documentation, reviews and any other annually or sporadically collected documents.

### **5. Lead the school in admissions and enrollment.**

- Actively recruit applicants from a wide range of economic, ethnic, cultural and family backgrounds.
- Run an admissions process that actively promotes Parker's philosophy through tours, Open Houses, and preschool fairs. Be available for one-on-one conversations with prospective families.
- Work together with the Admissions Committee to review applicants and communicate offers and wait pool decisions to families.

### **6. Help families navigate the elementary school admissions process at public, parochial and independent elementary schools in and around San Francisco.**

- Conduct an annual information meeting for families on the kindergarten admissions process.
- Work with each family to develop a plan that best meets their goals.
- Oversee the accuracy, comprehensiveness and timely submission of elementary school applicants' evaluations by teaching teams.



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## **7. Foster a spirit of community engagement and support among Parker School families**

- Create trusting, transparent, and collaborative relationships with parents through daily connection, availability for one-on-one meetings, and overarching communication that is inclusive, responsive, informative and warm.
- Support and assist family volunteers in their community building efforts and support of the School, teachers and programs.
- Recruit and support volunteers to fill roles in the Parent Group
- Produce a weekly blog post and edit and publish blog posts of all programs to include in the What's Happening email every Friday.

## **8. Fundraising and community events**

- In partnership with the Fundraising Committee of the Parker Board, lead and implement the school's fundraising efforts, primarily the Annual Fund.
- In partnership with teachers and parent volunteers, support and participate in community events including evening Community Workshops, Service Learning, the Art Fair, and the Halloween Fair.

## **9. Administration, Governance, and Human Resources Management**

- Maintain knowledge of relevant Title 22 licensing requirements, and ensure that the School follows all licensing requirements for preschools.
- Manage insurance policies, workman's comp, disability claims, etc. as needed.
- Help administer the Little Red School Bus (LRSB) Program per the LRSB Manual, including, but not limited to, drivers' training and licensing, as well as bus registration, maintenance and inspections.
- Oversee maintenance and improvements of School property for safety and repairs. Solicit multiple bids for all necessary work. Maintain related files.
- Be aware of any allergies, unusual circumstances or health needs; create safety plans and notify staff accordingly.
- Define, refine and document financial, human resources and operational procedures. Utilize the support of an HR consultant, bookkeeper or educational attorney, as needed.
- Review, manage and renew benefits and HR policies with support of benefits consultants and bookkeeper.
- Manage regular and accurate updates of Staff and Family Handbook.
- Prepare and present the Director's report for all Board meetings.
- Participate in other Board Committees, as necessary.



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## 10. Financial Oversight

- Work with the Board Treasurer to maintain fiscal responsibility in all areas of the School.
- In conjunction with the bookkeeper, manage and reconcile accounts payable and accounts receivable in QuickBooks.
- Review all financial reports with the Board of Directors.
- Produce annual budget in conjunction with the Board Finance Committee.
- Manage investment accounts as needed in conjunction with the Board Finance Committee.
- Write family contracts each year and execute subsequent family billing.

### To Apply

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Cover letter stating interest in and qualifications for the position*
2. *Personal statement*
3. *Current resume, including phone number and email address*
4. *List of references*

To John Faubert (jfaubert@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com).

Please do not contact the school directly.



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