



DIRECTOR OF THE INFANT & TODDLER CENTER
Job Posting-April 2022

REPORTS TO: Associate Head of School
DEPARTMENT: Infant Toddler Center

FLSA: Exempt
START DATE: July 1st 2022

Hathaway Brown School has an opening for a Director of the Infant and Toddler Center, for the 2022-23 school year. (Competitive Compensation and Benefits Package Offered)

Position Summary

Ranked the #1 girls school in Ohio, Hathaway Brown is the only independent school in the greater Cleveland area offering an on-site infant and toddler center. The center serves the children of faculty, staff, alumnae, and members of the broader Cleveland community. The director of the Infant & Toddler Center (ITC) is a 12 month position and provides leadership for the ITC faculty and staff. The director oversees the daily execution of the mission to provide safe and enriching care for infants and toddlers. The director works cooperatively with the Head of School, the Associate Head of School, and the Early Childhood, Prime, Middle, and Upper School division directors to coordinate the center's programs. The director models positivity and a growth mindset, anticipating needs of families and providing solutions to meet those needs. The director hires, supervises, and guides teachers and staff to create a joyful and nurturing community for HB's youngest learners. The director leads the ITC in ensuring that all state and local health departments and infant and child care directives are followed. The director is responsible for communicating effectively and responsively with children, parents, faculty, staff, and colleagues.

Hathaway Brown believes that a multicultural perspective is an essential element of a 21st century education, and values diversity in its student body, faculty and staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- To provide high quality safe and enriching childcare to infants ages 6 months up to 3 years of age.
- To passionately deliver the mission and vision of HB in the Infant & Toddler Center, inspiring others to do the same.
- To ensure the safety and well-being of infants and toddlers, utilizing proactive approaches and best practices in line with and exceeding state and local standards for childcare.
- To identify signs of emotional or developmental concerns with appropriate communication to parents/guardians.
- To work with faculty and staff to model effective, proactive, and appropriately transparent communication.
- To work closely with the Director of Admission on the placement and retention of students to ensure the most cohesive and thoughtful transition to the next division.
- To be the educational leader of the ITC, responsible for its day-to-day operation; in conjunction with the Associate Head of School, directing and respecting the activities of the members of the school's instructional and non-instructional staff in the performance of their duties.
- To collaborate with the Associate Head of School to oversee, plan, and execute visionary professional development as well as required training.
- To design, develop, and deliver instructional feedback for teachers and staff while promoting a growth mindset and educational excellence.
- To provide ongoing parent communication focusing on programming, parent education, and divisional news.
- To manage and maintain the divisional budget as set by the CFOO.

Supervisory Responsibilities

Directly supervises ITC faculty and staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Education, Licensure, and Experience

- Master's degree (M.A.) or equivalent preferred; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Licensure in compliance with state of Ohio requirements for directing a preschool program.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents and/or employees of the organization.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Diversity, Equity, & Inclusion

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

Interested candidates should submit a resume with a cover letter and personal statement to: hrstaffing-lead@hb.edu, or mail to:

Hathaway Brown School
19600 N. Park Blvd., Shaker Heights, OH 44122
Equal Opportunity Employer

Visit www.hb.edu to learn more about Hathaway Brown and the great programs offered.