



ROSSLYN
CHILDREN'S CENTER



Rosslyn Children's Center

Executive Director

Rosslyn, VA

DRi Waterstone
HUMAN CAPITAL

DRiWaterstone HC
3033 Wilson Blvd., Suite E-537, Arlington, VA 22201
703-294-6684
www.DRiWaterstoneHC.com



Who We Are and Our Philosophy

We are a community of families and educators working in partnership to provide a joyful environment where children are encouraged to explore and interact with the world around them.

At Rosslyn Children’s Center (RCC), a sense of community is at the core of all our intentions and decisions. Our program enthusiastically supports and encourages these connections, because we believe:

- ❖ Each member of the community – children, families, and educators – should feel valued and encouraged to grow in an atmosphere that is physically, emotionally, and cognitively safe.
- ❖ Knowledge and creativity occur through interactions with other people, the environment, and concepts.
- ❖ Authentic and exciting learning happens when children collaborate to compare ideas and inspire each other’s thinking.
- ❖ Children and adults develop a powerful sense of self when they are confident in their ability to explore new areas of the environment and find independent solutions to challenges.
- ❖ Reciprocal Family – Educator partnerships are sustained and strengthened with regular opportunities to interconnect, through informal conversations, newsletters, classroom visits, conferences, and events beyond the school day.
- ❖ Each child’s unique learning style and personality is better understood when families and educators share their perspectives and collaborate in making decisions that affect the children.



Our Emergent Curriculum

At RCC, we use an **emergent curriculum** approach as the basis of our lesson plans. These lesson plans are determined by what is relevant to the children (e.g., if a child gets a new puppy, becomes a big brother/sister, experiences a loss, or moves to a new house). Approaching learning through the discussion and exploration of relevant, timely topics may be more “difficult,” but it enables learning to become personal and meaningful and it allows for mutual creativity and involvement.

Through the emergent curriculum, our goals are to:

- ❖ Inspire and acknowledge curiosity, celebration, and inquiry in the classroom and beyond.
- ❖ Build intrinsic motivation and a long-term love of learning.
- ❖ Support and honor varied learning styles and abilities enabling each child to celebrate their unique talents and strengths.
- ❖ Recognize that critical learning takes place during conflict, negotiations, brainstorming and resolution.
- ❖ Develop and grow a community dedicated to the success of each of its members.

- ❖ Attract, maintain, and support a teaching team with a firm knowledge of early childhood development and a fundamental belief in the power of PLAY!





The Opportunity

We are looking to hire an experienced Executive Director to manage our day-to-day operations at RCC and establish and sustain a positive learning environment for children. This individual will oversee the coordination of our emergent curriculum, comply with local and federal regulations, manage and support our teaching staff, and manage RCC's financial affairs.

The successful applicant will have demonstrable experience in managing all aspects of an early education center, as well as strong leadership skills. They should display a friendly demeanor, have a love for children, and strive to maintain RCC's supportive and encouraging environment for our community of students, teachers, and parents.

Responsibilities include:

- ❖ Ensure a safe, positive, and stimulating environment for children and staff.
- ❖ Manage and coordinate emergent curriculum plans with staff.
- ❖ Ensure that center facilities are safe for children and comply with VA state laws and regulations.
- ❖ Evaluate and purchase materials, equipment, and supplies.
- ❖ Manage and support teaching staff and promote their professional development.
- ❖ Execute annual staff performance reviews.
- ❖ Oversee Interviewing, hiring, and training new staff members, ensuring they meet all policies and legal requirements.
- ❖ Maintain a full staff by developing and facilitating a hiring/recruitment plan.
- ❖ In conjunction with the leadership team, develop marketing and communications plans to ensure we are meeting our new student enrollment goals.
- ❖ Conduct on-site and virtual tours with prospective families.
- ❖ Complete ongoing training and courses to remain up to date on daycare standards and procedures.
- ❖ Communicate and meet with parents regarding their children and RCC's policies.
- ❖ Manage and oversee the budget and accounts and ensure that RCC remains financially sound.
- ❖ Participate in monthly meetings with RCC's Board of Directors and provide monthly reports ahead of each meeting.



The Candidate

Specific Qualifications:

- ❖ Bachelor's degree required. Master's degree preferred.
- ❖ 7-10 years of experience in a leadership role (either Executive or Administrative Director) at a preschool or childcare center. Experience working at a non-profit with a Board of Directors a plus.
- ❖ Possesses all necessary certifications and educational qualifications to operate as a childcare center director in Virginia. Ability to successfully pass the state and county background check and all necessary health and safety certifications.
- ❖ Strong leadership and interpersonal skills, and experience with people management.
- ❖ Strong and sensitive communicator with the ability to navigate interpersonal conflicts when they arise.
- ❖ Ability to build, manage, and inspire a tenured staff.
- ❖ Excellent organizational, problem-solving, communication, and time-management skills.
- ❖ Possesses a collaborative and collegial attitude.
- ❖ Experience with Kindertales or other childcare management systems preferred.
- ❖ Experience with the Emergent Curriculum/Reggio Emilia preferred.
- ❖ Experience developing and maintaining a budget is a plus.



Applications can be submitted at:

<https://waterstonehc.com/driwaterstonehc/position/rcc-executive-director/>

DRiWaterstoneHC is managing the search on behalf of Rosslyn Children's Center. All first-round interviews for this position will be via video conference with DRiWaterstoneHC.

DRiWaterstone is women founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on mission and purpose-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

Equal Employment Opportunity

Federal and state law, as well as the Rosslyn Children's Center, policy provide for equal employment opportunity without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual orientation, or veteran's status.