



# Ashé Preparatory Early Learning Center Director (Start-Up Position)

Bryant Manor North

## **POSITION SUMMARY:**

Ashé Preparatory Early Learning Center (Ashé Prep ELC) is seeking an Early Learning Center Director. Ashé Prep ELC is located at Bryant Manor Apartments, 1801 E Yesler, Suite 3, Seattle, WA 98122.

The Ashé Prep ELC Director maintains a healthy, engaging, and culturally responsive classroom environment, supervises individualized lesson planning, child growth, and development assessments, and implements evidence-based strategies.

Ashé Prep ELC opened on November 3, 2025. This first year is our start-up phase. We currently have seven children enrolled and will grow to 34 children at capacity. During the start-up phase, we have our initial license and are working towards our full license. We expect to be fully enrolled with 34 children in September 2026. The position description and pay will change at that time. This position may be filled on an interim basis if needed.

## **ABOUT THE ORGANIZATION:**

### **Bio**

Ashé Preparatory Academy, also known as Ashé Community of Schools, is a P-12 (preschool to 12th grade) model school that centers its educational approach on the needs of Black students, aiming to prepare them for leadership and success in and for their communities.

## **Vision**

Our school's vision emphasizes that focusing on the education of Black students can lead to liberation for all, showcasing a commitment to equity and justice.

## **Mission**

Our mission involves cultivating the genius of all individuals. By prioritizing the education of Black students, every person can take action toward liberation for all.

## **Core Values**

The core values, based on the principles of Kwanzaa (Nguzo Saba), guide the school's culture and decision-making, promoting unity, self-determination, collective work and responsibility, cooperative economics, purpose, creativity, and faith.

For more information about Ashé Preparatory Early Learning Center, go to [www.asheprep.org](http://www.asheprep.org).

## **DESCRIPTION:**

**Program:** Education

**Reports to:** Ashé Community of Schools Executive Director

**Location:** Seattle

**Employment Status:** Full Time

**Start Date:** February 1, 2026, until filled

**Start-Up Pay Range:** \$70,000 to \$75,000

## **QUALIFICATIONS**

- ❖ Bachelor's degree in early childhood education or Bachelor's degree in a related field, plus 45 credits in early childhood education
- ❖ 5 years of experience in program development and management of a licensed early learning center, including experience with hiring, selecting, and developing staff; budgeting; leadership and community outreach; and responsibility for regulatory compliance
- ❖ 2 years of classroom teaching experience as a lead teacher with young children ages one through five
- ❖ DCYF Training Requirements

- ❖ Experience working in a racially, culturally, ethnically, linguistically, and economically diverse early learning program
- ❖ Training and experience with Trauma-informed Care
- ❖ Capable of effectively supervising others by establishing clear expectations and regularly giving constructive feedback
- ❖ Highly developed awareness of diversity, equity, and inclusion, with an evolved ability to practice appropriate, relevant, and thoughtful strategies for working with diverse populations
- ❖ Washington State resident at start date
- ❖ Regular and predictable attendance
- ❖ The ability to understand, express, and exchange complex ideas in a fast-paced environment.
- ❖ The ability to communicate detailed or essential information to clients and co-workers through written documents, emails, and verbal means over the telephone, using virtual meeting platforms, and in-person meetings/gatherings.
- ❖ The ability to use a computer for long periods of time.
- ❖ Knowledge of the Ashé Prep Model/Curriculum (Cultivating the Genius of Black Children, Highscope, and Creative Curriculum) **is helpful but not required in the beginning.**
- ❖ Completion of the Ashé Institute is required within one year of the start date.
- ❖ Knowledge of enrollment management systems and Microsoft Office 365.

## ESSENTIAL FUNCTIONS

### *Operations*

- ❖ Create and track budgets
- ❖ Manage billing and invoices
- ❖ Collect and manage data
- ❖ Handle contracts and ensure compliance
- ❖ Supervision
- ❖ Staffing and Payroll
- ❖ Risk Management
- ❖ Staff Development

### *Program Management and Environment*

- ❖ Ensure a safe, healthy, and well-organized learning environment based on the book, Cultivating the Genius of Black Children, HighScope, and Creative Curriculum.
- ❖ Provide materials and activities that reflect the diversity of the children and families served.

- ❖ Implement health and safety practices under state regulations and state licensing requirements.

#### ***Family and Community Engagement***

- ❖ Build positive relationships with families and their communities by implementing Ujima teams for each child, which consist of the scholar, a peer, a family member, a community member, and a teacher
- ❖ Provide resources and referrals to support families' needs and goals.
- ❖ Support children in learning about their surrounding community environment and building relationships with neighbors.

#### ***Collaboration and Communication***

- ❖ Provide guidance and direction to other classroom staff members.
- ❖ Work collaboratively with other staff members, consultants, families, and community partners to provide comprehensive services to children and families.
- ❖ Communicate effectively and honorably with children, families, and colleagues.

#### ***Professional Development***

- ❖ Attend and complete the Ashé Institute within one year of the start date.
- ❖ Maintain and complete STARS/ MERIT professional development requirements.
- ❖ Lead and participate in staff meetings.

Ashé Preparatory Academies encourages all educators to continue their learning development and mastery of teaching.

#### **POSITION REQUIREMENTS**

- ❖ Strong communication skills (Written and Verbal)
- ❖ Strong leadership skills
- ❖ Compliant with State and City laws
- ❖ Must have sufficient knowledge, training experience, and competencies to fulfill the roles and responsibilities of the position and ensure high-quality service delivery.
- ❖ Must have skills in providing effective and nurturing teacher-child interactions.
- ❖ Must have skills in planning and implementing learning experiences that ensure effective curriculum implementation and use of assessment.

#### ***Physical Demands and Working Conditions***

**Physical Demands:** To perform the job, the employee is frequently required to talk, hear, stand, walk, stoop, balance, kneel, crouch, and reach with hands and arms. The employee

will be required to carry materials weighing up to 40 lbs. frequently, occasionally lifting to 50 lbs.

**Working Conditions:** The work is typically performed in an early childhood school environment with moderate to loud noise levels. When required, evening and weekend meetings/trainings may be included.

The physical demands described here must be met by an employee to successfully perform the essential functions of this job. The working conditions 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.

We are an equal-opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, veteran status, disability status, or any other applicable characteristic protected by law.

Employment or volunteer service at Ashé Preparatory Early Learning Center is conditioned on a criminal background check, as required by child care licensing. WAC 388-330-040 lists the 60 categories of criminal convictions or pending charges disqualifying a person from having access to children in child care.

Certain positions require degrees, coursework, or other certifications. You will be asked to provide proof of your stated education before hire.