

# Program Director

Five Acre School - Sequim, Washington  
Part-Time (25 hours/week), Year-Round  
Reports to: Board of Directors  
Compensation: \$45,000 - \$52,000 annually

## Position Summary

The Program Director provides leadership for the educational vision, program quality, and teaching practice at Five Acre School as part of a dual leadership model with the Development Director. This role is responsible for ensuring a cohesive, high-quality learning experience for students in PreK–6, aligned with the school’s mission, values, and philosophy.

The Program Director focuses primarily on internal relationships, and oversees curriculum, pedagogy, and faculty support, working closely with teaching staff and in partnership with the Development Director and Board of Directors. This role does **not** carry primary responsibility for fundraising or financial management but expertise will be required for programmatic projections and budget accountability.

## Key Responsibilities

### Educational Vision & Program Leadership

- Steward and articulate Five Acre School’s educational philosophy and values
- Ensure curriculum alignment and coherence across PreK–6
- Support experiential, place-based, and child-centered learning practices
- Lead program design and oversee the execution of year-round learning experiences
- Evaluate and evolve educational programs in response to student needs and community feedback
- Function as the “Primary Center Director”
- Maintain facility and program licensing

### Faculty Leadership & Support

- Supervise, coach, and support teaching staff
- Facilitate regular faculty meetings and professional development, including required annual trainings
- Support teacher evaluation and growth in partnership with Development Director
- Foster a collaborative, reflective teaching culture

- Support hiring and onboarding of instructional staff
- Onsite presence is required, including office coverage.

## **Student Experience & Family Engagement**

- Provide new family orientation including school tours
- Support student wellbeing, inclusion, and social-emotional development
- Serve as a point of contact for educational concerns raised by families
- Partner with teachers to address student learning needs
- Help maintain a strong, values-aligned school culture
- Foster long term relationships with alumni in partnership with the Development Director

## **Collaboration & Shared Leadership**

- Collaborate closely with the Development Director to ensure educational priorities inform fundraising narratives
- Participate in strategic planning with the Board
- Provide educational insight into enrollment, staffing, and program sustainability decisions
- Run payroll
- Manage and administer insurance benefits
- Collaborate with Operations Staff as needed
- Monthly Board Meetings required, occasional evening and weekend events.

## **Qualifications & Experience**

### **Required**

- Bachelor's degree in education or related field
- Significant teaching experience, preferably in elementary or experiential education settings
- Demonstrated leadership experience with educators or teams
- Strong communication and relationship-building skills
- Commitment to progressive, child-centered education
- Must have or be willing to obtain First Aid/CPR Certification

### **Preferred**

- Master's degree in education or educational leadership
- Experience in independent or nonprofit schools
- Familiarity with outdoor, place-based, or experiential learning models

## **Core Competencies**



- Instructional leadership
- Coaching and mentorship
- Systems thinking
- Emotional intelligence
- Collaborative decision-making

## **Work Expectations**

- Part-time position averaging 25 hours per week, year round
- On-site presence required during core school hours
- Occasional evening commitments for family meetings or school event