



DOT TO DOT
Humanity through Dots



Director/ Leadership Ad

Both Rancho Bernardo and Del Mar locations in San Diego, CA

www.dottodotacademy.com

This is a manifestation, a calling for a passionate, alive, involved and loving human being. This is a calling for a leader who is authentic, in sync with their observations, inspired by reflections to then make the next steps better. This is for a leader who is open to receive, ready to act, brave to do the right thing even when it seems impossible or hard, holds their core values in connections and acts from a higher level of empathy and love. This is a calling for someone who doesn't think they "got" it, and are the best, this is a calling for someone who has done it and is still hungry and seeking growth and elevation in their own being and its relations with humans.



To the readers of this ad, to the founders of your next journey, to the human who finds these words moving within you...

This is not just a regular ad drafted to bring on board just another employee. This is a manifestation of our desires for a human who gets to lead our mission at Dot To Dot. This is a passing of responsibility to “elevate humanity through Dots” alongside you. This calling is in detail as we want to ensure you understand who we are, what we are looking for, how we want to design your role together prior to moving ahead with a submission.

This letter will be divided into sections that form Dot To Dot’s identity and paint a holistic vision of us inside/ out.

Values

Let’s begin with Values! The blueprint of what makes us an entity moving toward our mission of “elevating humanity through Dots” is fundamentally tied together with these values. The reason we want to share these values is to ensure that whoever is joining Dot To Dot understands our identity as a whole and aligns with our values, aspires and seeks them in their journey of life daily.

As human beings we all adhere to a set of values and principles that shape and form who we are, what we stand by, what comes naturally, what comes hard, what we do intuitively, and what we avoid. These values are instilled in us from childhood and sometimes we embrace the ones to which we aspire later in our lives. We hold accountable every human being that joins their life Journey with us at Dot To Dot to these values. Below we have listed our values at Dot To Dot and we will elaborate upon them through our interview process. Once you read our values, take time and reflect upon your life journey, to then come up with your values. Be honest, take time in this exercise and really dig deep. If what you see here aligns, then read further, as these four words and the immense energy they carry, is the foundation of our partnership.

Value # 1/ Love

Value #2/ Growth

Value #3/ Honesty

Value #4/ Beauty

Philosophy and learning approach

We are a progressive school for young children that follows an inquiry based and Reggio Emilia approach to learning. We believe that children are capable beings and our best catalyst to see the world from a fresh point of view. Observation, reflection, research and hypothesis are living and breathing foundations of our learning approach alongside children and the community of Dot To Dot. We believe in providing boundless opportunities for educators and children to play,



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experience and understand their potentialities to help develop a voice and have the confidence to use it. Dot To Dot's team of educators is a group of incredibly passionate, highly creative and committed individuals with a belief system that children are capable and competent. We are inspired by children's perspective and inquiries of the world. We are a group of educated and invested human beings dedicated to growing our mindset and elevating our practice by constantly learning and attending local and international training in areas of brain Sciences, behavior and sensory research, innovation and pedagogy of Reggio Emilia. Growing ourselves physically, mentally and emotionally as a whole is our commitment to the team just as much as to the children we work with. Our culture is clear and Kind as Brene Brown calls out, and we believe in the truth and transparency of who we are no matter what.

Vision of the leader

We are a culture that aspires to and embraces a universal Identity, not bound by boundaries, lines, limitations and excuses. We are inspired by mentors such as Michael Singer, Sadhguru, Tony Robbins, Simon Sinek and Brene Brown when it comes to leading with vision and heart. We believe that to lead a team of humans your role as a leader is to first work on yourself, your being and your inner strength to then be able to inspire and aspire with the team. See the team for who they are, where they are at in their learning journey and hold conversation and connections from a place of love with an open mind to problem solve and move forward in a better direction. As a director of the school the essence of your role is to understand the perspective of others, listen with empathy and respect, allow space and time for problem solving and keep the vision and core of the school in mind when deciding the direction of your decision. You carry the voice, model the culture and keep the vision alive within the hearts and souls of our team, children and community of families involved.

You are held to high standards of leadership and we require you to be enthusiastically and actively participating in training and self development programs throughout the year. It is essential for the leadership team of Dot To Dot to be actively working on our mindset, physiology, language, and spirituality at all times. These training and professional development opportunities are designed and planned together with the originator for your growth. There can be a variety of seminars, workshops, Ted talks, books, podcasts to listen to and reflect upon. You need to be an intrinsically passionate and driven individual to then lead and inspire our team.

Roles and responsibilities

The director of Dot To Dot will have a support core team that joins you side by side on our mission daily. You are not riding solo, you are not doing everything, you are not everyone, everywhere and everytime! This is a common pattern in our field of education and early childhood, where directors and the leaders do it all, get burnt out, the flame and fire diminishes and they leave the field. We have observed patterns that have not worked, reflected upon it and executed solutions to move us forward with a passion, desire to grow and be boundless.



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Your core team will consist of Core Facilitators who are the main point of contact and responsible for daily operations, scheduling, calendar planning and support. In your traditional world, assistant director title! You will have the support of an Events Coordinator, who oversees the events and executes them, in collaboration with you and the core team. You will have the support of a pedagogical team, who are responsible for the pedagogical growth and direction of the school. You will have the support of our Social Emotional Specialist team who work alongside yourself and our educators for strengthening our social and emotional growth both with children and adults. You will have the support of our HR/ Office management team for finance, tuition, payroll, legal and HR matters. You will be in direct contact with our originator in understanding and reflecting upon the vision. With this context in mind let's list out your key responsibilities:

- Responsible for leading and execution of the vision of Dot To Dot for both our Rancho Bernardo and Carmel Valley locations
- Proactive in ensuring the wellness of school culture/ team moral
- Everything team!
 - Projection and planning for team at both schools
 - You are responsible for team projection for the short term and long term planning. You are responsible for posting the ad, the interviewing process and offering, hiring and coordinating training with the training teams that include the pedagogical team, HR team, and operations team.
 - Ensuring to stay connected to teams and being responsive to their day to day needs
 - Holding our school to high standards and having clear conversations when needed to be reminded, inspired and held accountable
 - Team meeting connections to talk about goals, growth and incentives
 - Part of the IDP (Individual development plan) for every team member in collaboration with the pedagogical team and originator
 - Planning effective team meetings and coordinating with the core team
 - Planning team bonding events and coordinating with the events committee
 - In connection with the team for vacations and planning
 - Communicating HR/ Legal and any information needed to the team, making sure we are in compliance and ensuring the wellbeing of the school
 - Remaining up to date with employment laws and regulations and ensuring they are implemented and kept up to date at all times
- Responsible for both schools' parent tours and follow up and enrollment while planning year around for growth. This being an essential part of our school, the director is responsible for the running of the school and we need to ensure that you are in constant contact with enrollment interest, waitlist families as well as currently enrolled families.
- Responsible for tuition updates reflecting the current market the schools are operating in and collaborating with school originators to make the final decisions in regards to tuition changes.



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- Responsible for big picture coordination of events with our events planner and ensuring that follow through and accountability are achieved with the team involved.
- Responsible for written communication with families and community
- Skilled and experience in having parent conversations with children with differences and different needs
- Clear and practiced understanding of licensing rules and regulations and ensuring both school are in compliance
- Experience and desire to write grants for future funding
- Planning and organizing in fundraising
- Proactively planning and designing opportunities for parent involvement and participation in execution of the vision of Dot To Dot
- Walk through the school and ensure to maintain a bird's eye view, keep an eye on the quality and aesthetics of the school and communicate with the right team to enhance things. Communicate with the CEO of the school when it comes to safety and security.
- Organizing the drills and safety protocols
- Pedagogical responsibilities:
 - Weekly meeting with a pedagogical coordinator team to ensure that they are kept up to the date with the directors and voice of pedagogy.
- Communication: the director is the main point of contact when it comes to communications and decisions keeping the values of Dot To Dot in mind.
- Experience in having conversations and communicating with families with children with differences and coordinating that with the behavior specialist and school psychologist.
- Responsible for daily operations and expert at licensing rules and regulations. Making sure all procedures and protocols are up to date and followed through,
- Responsible for upkeep and maintenance of material in collaboration with the purchasing coordinator and pedagogical team.

Minimum requirements

- Minimum of 13 years of overall industry experience within early childhood
- Minimum of 5 years of experience within the classroom setting with a focus in Reggio Emilia and/or Inquiry based approach
- Minimum of eight years of experience as a director/ leader in a school of young children inspired by Reggio Emilia and/or Inquiry Based approach
- Minimum Bachelor's Degree in Child Development or Early Childhood Education
- Record of attending Professional Development in pedagogy, administration, operation, and leadership- Consistent and Recent
- Passionate and committed to the field of early childhood and humanity
- Committed to self development, health and wellness- Inspired and actively working on betterment of body, mind, and energy



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- Passionate about food, healthy food and food education
- Naturalist at heart and a risk taker with grace
- Passionate about our planet and committed to its health

Next Steps for our connections- We will not be conducting any in person or phone interviews until January 2nd, 2023. This time gives you time to read, research and only apply if interested. We will send in the questionnaire.

Now that you know a bit more about Dot To Dot and who we are looking for, if what you read moves your core from within, then read the rest so we can connect further:

- Send in your resume and a letter letting us know why you would be the right fit for this journey and role
- We will contact you and have you submit a set of questions
- We will schedule a phone interview following the completion of questions
- We meet for the first in person interview with originator
- We will meet for the second interview with the core/ support team
- We will have our third interview where you will be placed in classrooms and then connect with educator ambassadors from our team, have an in person connection with a group of our families
- We want to have you be a part of a day in the life of your role- This can be a six to eight hour day, where you will be shadowing our core team in different parts of the day
- Once everyone involved have collaborated and reflected we will let you know of the outcome of the interviews

Financial Compensation and benefits

- Starting salary of \$75-\$80K
- 401 K
- Health/ Dental/ Vision
- Professional Development opportunities and conferences
- Mind/ Body membership
- All day meals provided
- Leadership coaching
- Supportive and capable team of educators and core team unlike any other setting

Example:

<https://www.usmcu.edu/Portals/218/Fidelity-%20Leadership%20Principles.pdf>

Director:

- Execution of the vision of Dot to dot as it is continuing to grow in day to day lives of the school
- Patterns and problem solving
- Mazi Meet the director on a weekly basis
- Responsible for leading and operations of both our Rancho Bernardo and Carmel Valley locations
- List and Responsibilities:
 - Operations
 - Enrollment
- REsponsible for both schools tour/ follow through and enrollment and planning year around.. This is an essential part of our school and responsible for the running of the school, we need to ensure that you are in constant contact with enrollment, waitlist, enrolled families.
- Responsible for tuition updates in the market the schools are in and collaborating with school originators to make the final decisions in regards to tuition changes.
 - Team organizations
- Everything team!
 - Projection and planning for team at both schools
 - Ensuring to stay connected to team when needed

- Holding team to high standards and having clear conversations when needed to be reminded, inspired and held accountable
 - Team meeting connections to talk about goals, growth and incentives
 - Part of the IDP for every team member in collaboration with the pedagogical team and originator
 - Team meetings planning and coordination with the core team
 - Team bonding events planning oversee and collaboration with the events committee
 - In connection with the team for vacations and planning
 - PProactive in ensuring the wellness of school culture/ team moral
 - Communicating HR/ Legal and any information needed to the team, making sure we are in contacts and ensuring the wellbeing of the school
 - Up to date with employment laws and regulations and ensuring it is implemented and kept up to date at all times
- - Overseeing Events
 - Important member of the culture of the school and extend the vision
 - Growth mindset
 - Problem solving when in communication
 - Great facilitator to bring out the best in the team
 - Responsible for written communication with families and community
 - Skilled and experience in having parent conversations with children with differences and different needs
 - Clear and practiced understanding of licensing and rules and regulations
 - Experience and desired to write grants for future funding
 - Planning and organizing in fundraising
- Minimum requirements
 - Minimum of 10 years of experience/ 5 years of experience within the classroom setting in ECE and 8 years of experience in the Director/Leadership position within the ECE
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 - Minimum Bachelor in Child Development or Early Childhood Education
 - Record of attending Professional Development in pedagogy, administration, operation, and leadership
 - Minimum of five years of experience as an educator in a Reggio/ inquiry based school
 - Minimum of eight years of experience as a director in a school of young children inspired by Reggio Emilia
 - Passionate and committed to the field of early childhood and humanity
 - Committed to self development, health and wellness
 - Inspired by growing and betterment of mind and spirit
 - Passionate about food, healthy food and food education
 - Naturalist at heart and a risk taker with grace

Dot To Dot is ready for this next chapter in the growth of our school and community. We are ready to welcome a director to our school community.

Leadership vision and approach:

We are a culture of growth mindset, and inspired by mentors such as Michael Singer, Sadhguru, Tony Robbins, Simon Sinek and Berne Brown when it comes to leading with vision and heart. We believe that to lead a team of humans your role as a leader is to inspire and aspire with the team. Conversations and connections are to come from a place of growth, problem solving and holding both parties to high expectations. As a director of the school the essence of your role is to understand the perspective of others listen with empathy and respect, allow space and time for problem solving and keep the vision and core of the school in mind when deciding the direction of your decision. You carry the voice and model the culture within the school. You are held to high standards of leadership and we require you to be cognitively participating in training and self development programs throughout the year. It is essential for the leadership team of Dot To Dot to be actively working on our mindset, physiology, language, spirituality at all times. These training and professional / self developments happen mostly during the weekend and some of simply Ted talks, YouTube videos and books to read together and collaborate with the team and our mentors to make you a better leader.

Walk through of the school and ensuring to maintain birds eye view, keep an eye on the quality and aesthetics of the school and communicating with the right team to enhance things. Communicate with the CEO of the school when it comes to safety and security.

Organizing the drills and safety protocols

Pedagogical responsibilities:

Weekly meeting with a pedagogical coordinator team to ensure that they are kept up to the date with the directors and voice of pedagogy.

You are responsible for team projection for short term. Long term planning. You are responsible for posting the ad and interviewing process and offering, hiring and coordinating trainings with the training team that included pedagogical team, HR team, Operations team. Responsible for big picture coordination of events with our events planner and ensuring that follow through is done with the team involved.

Communication: the director is the main point of contact when it comes to communications and decisions keeping the values of Dot To Dot in mind.

Experience in having conversations and communicating with families with children with differences and coordinating that with the behavior specialist and school psychologist.

Responsible for daily operations and expert at licensing rules and regulations. Making sure all procedures and protocols are up to date and followed through,

Responsible for upkeep and maintenance of material in collaboration with the purchasing coordinator and pedagogical team.

Parent participation and co-op programs

20 hours a year to volunteer

If you don't do it pay for 20 hours/ \$2000

Teachers to ask and parents sign up

Log in with your account and there is a tab for parents and they go in and fill in their time.

Lead parents and assistant class

They pay full year Tuition but closed for the summer from June through August- some teachers take time off and some stay for camp. The Tuition continues.. they charge summer camp fees as well.

Responsible for ensuring to stay in the loop of pedagogy and investigations within the classrooms communities and cools. This will happen in collaboration and meeting with the pedagogical team.

Talking about the schools :

RB from the website

Del Mar from website

Tell us your story?

What brings you to Dot to dot? And why?

What were the three things that attracted you or called you to us?

The Pedagogista is responsible for the following education responsibilities: Work with Educators on Constructivist Practice: •Work closely with educators regarding a wide range of educational issues where the ultimate goal is to promote an educator's autonomy and collaborate with rather than solve the problem for the educator. •Emphasize and fully support "constructivist" versus

“didactic” instruction by modeling, working in partnership with teachers and/or through ongoing coaching conversations •Work with the teachers through the use of reflective supervision •Ensure that differentiation among children’s learning styles and emotional needs are met by classroom teachers •Work with originator to ensure that our values and concepts are seamlessly woven into every day learning experiences •Work with teachers to fully use their environments as an inspiration for inquiry •Collaborate with teachers in creating a materials library emphasizing open-ended and natural materials Work with Educators on observation and documentation: •Help make children’s learning visible Support teachers in the creation of journey binders •Monitor and ensure that education plans and other required documentation for children and classrooms are complete (panel documentation, portfolios, conference forms, etc.) Work with Educators to promote partnership with families: •Provide professional development opportunities that focus on the processes and strategies of communication •Support educators and engage in active exchanges with families •Offer families opportunities to understand our educational philosophy through workshops and classes Work together to promote professional development: The Pedagogista ensures that opportunities for professional development are included in the educator’s work schedule in ways respectful of individual needs. •Provide ongoing support to teachers to improve their capacities for observing and listening to children, documenting projects and conducting their own research. •Creating and maintaining a library of resources for teachers (books, articles, videos, etc.) Work in Collaboration with Administrative Team: •Participate in the development of program policies and monitoring of program quality when appropriate. •Be familiar and ensure compliance with all California childcare licensing regulations. •Attend all required meetings and training initiatives when appropriate. •Work with the administrative team to establish, implement and hold teachers accountable for classroom policies. •Work with the administrative team to regularly evaluate and document teachers’ performance. •Partner with the administrative team to ensure that the core values of the school are being reflected in every day relationships and practice. As a school located within a larger community center, our work does not end at our doors. • The functions of the Pedagogista in a Reggio Emilia inspired school are multiple. The Pedagogista needs to be flexible, and willing to help out wherever needed that might include covering classrooms, covering front desk, going out to purchase supplies, making trips to the library or sitting with a child who is ill. The Pedagogista needs to be a team player willing to do what is needed for our school to be successful. Director/Pedagogista reports to the Originator.

DESCRIPTION, RESPONSIBILITIES, & DUTIES

- Visionary personality and perspective needed to carry school forward. Strong, independent, self-motivated individual who is confident in running a school and has a clear vision and direction of where and how s/he wants to lead the school.
- Highly-organized and detail-oriented individual comfortable with adhering to the recordkeeping required by state licensing and sanitation
- Proponent of the natural sciences understanding the importance of children’s connection with nature. Enthusiastically supports our outdoor natural learning environment
- Ensures high-standards of cleanliness and an overall aesthetic beauty for the school

- Operates child care software and utilizes it to the fullest potential, encouraging staff to do the same
- Schedules to ensure the center is properly staffed. Willing to fill in where needed when no other substitutes are available (e.g., Operations Assistant, Educators and Extended Care Teachers).
- Coordinates activities/working relationship between Parent Advisory Board and school staff
- Leads staff meetings and school functions and participates in outside meetings, professional development, etc.
- Understands from a website perspective what is quality material to be posted and from a documentation standpoint what layout and photos make the written word visually appealing.
- Posts important snapshots of the school's life on social media such as Facebook and Instagram
- Inspires creative work from staff both in writing/layout of documentation as well as repurposing/reimagining regular, home-like items into the school
- Maintains a professional relationship with staff while still being approachable, warm and friendly

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Minimum of 3 years' experience as a Director in a Reggio-inspired early learning center of at least 30+ children
- Bachelor's degree in Early Childhood Education, Child Development, Child and Family Studies or Bachelor's degree in related field with 18 semester hours in ECE courses.
- Level 3 director classification in the state of NC. If needed, willing to take classes to achieve this classification.
- Proven record of motivating a teaching staff to go beyond the basics of their teaching experience with tangible results being reflected in their documentation with the children and in visual displays for the parents and community to view
- Extensive study of Reggio-inspired practices, preferably having visited the preschools in Reggio Emilia, Italy
- Exposure to many different Reggio-inspired schools through visitations, educator exchanges, professional development, etc. Has read extensively on the Reggio approach.
- Experience with Parent Advisory Board and utilizing them to enrich the school through volunteering, fundraising, edifying the school, etc.
- Demonstrated creative thinker with out-of-the-box ideas on how to better the school for its children, their parents, staff, and the community
- Proven track record of recruiting and retaining quality staff members
- Experience with staff evaluations, goal-setting, documentation of improvement situations, experience with terminations
- Knowledgeable in fundraising methods
- Effective use of Word, Excel, Outlook, PowerPoint applications and social media; technologically savvy.

- Skilled in working with parents to overcome any issues that may come up regarding their child/school (teacher turnover, curriculum, developmentally appropriate practices)

SALARY & BENEFITS

Warm and supportive work environment includes competitive compensation, paid holidays, paid professional development, child tuition discount and matching 401(k) retirement program.

APPLICATION PROCEDURES

Please send your resume and cover letter to aberge@lcpwaxhaw.com. Visit www.laurelwoodcommunitypreschool.com for more information about the school. Only qualified candidates will be notified regarding their submission. Thank you in advance for your interest in leading a visionary school!

PROGRAM DESCRIPTION

At Laurelwood Community Preschool, we are inspired by the world-renowned Reggio Emilia approach to early education, which focuses on inquiry and discovery while emphasizing learning through the natural sciences and expressive arts in a play-based environment. Our goal is to stimulate children's learning, support critical thinking and make learning visible. We achieve this goal by engaging in project-based learning, collaboration between children, educators, and family members and documentation of the students' learning during the process.