



INTERNATIONAL SCHOOL OF TUCSON
1701 EAST SENECA ST.
TUCSON, AZ 85719
520.406.0552
WWW.ISTUCSON.ORG

Now Hiring: Early Childhood Program Director

Tucson, Arizona | Full-Time, Exempt / Executive-Level Role

Join the Leadership Team at the International School of Tucson!

The International School of Tucson is seeking an experienced, passionate, and highly organized **Early Childhood Program Director** to lead our early childhood education program. This executive-level position plays a critical role in ensuring our youngest learners thrive in a safe, nurturing, and academically enriching environment.

As the **Early Childhood Program Director**, you will oversee day-to-day operations, guide a dynamic team of educators, develop curriculum, manage compliance, and build meaningful relationships with students, staff, and families. Your leadership will directly shape the academic, social, and emotional development of the children entrusted to our care.

Key Responsibilities

- Manage and supervise preschool and nursery (infant/toddler) operations and staff (~30 personnel).
- Ensure full compliance with state licensing regulations and maintain a safe, stimulating environment.
- Lead curriculum development and classroom instruction strategies.
- Monitor and support student learning, developmental progress, and staff professional growth.
- Coordinate schedules, events, classroom placements, and admissions.
- Hire, onboard, and evaluate faculty and staff.
- Collaborate with the Head of Schools, parents, counselors, and health officials.
- Oversee budgets, purchasing, payroll review, and operational planning.
- Conduct classroom observations and coaching sessions.
- Communicate regularly with families and staff; respond to emails within 24 hours.

Qualifications

- **Required:** Bachelor's or Master's degree (Early Childhood Education or related field preferred).
- At least 2+ years of relevant leadership or administrative experience in early childhood education.

- **Certifications:**
 - Arizona Fingerprint Clearance Card (or ability to obtain by start date)
 - First Aid & CPR Certification (training available)
 - Negative TB Test (within 6 months of hire)
 - Up-to-date immunizations: MMR, T-Dap
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Preferred Skills & Competencies

- Strong English communication (written and verbal)
 - Customer service mindset – friendly, professional, responsive
 - Leadership, active listening, and critical thinking
 - Time management and multitasking in a fast-paced setting
 - Proficiency in Microsoft Office & Google Workspace
 - Familiarity with digital systems and classroom technologies
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Why Join Tucson International School?

- Be a key decision-maker in a mission-driven educational environment.
 - Collaborate with an experienced and supportive leadership team.
 - Directly impact the future of young learners and our school community.
 - Enjoy opportunities for professional development and ongoing training (minimum 18 hours/year).
 - Help shape a positive, inclusive, and growth-centered school culture.
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Work Environment & Physical Requirements

This role involves working both in administrative and classroom settings, with frequent transitions between indoors and outdoors. Physical activity, including lifting young children (up to 50 lbs), bending, and prolonged standing, is required. The environment can be fast-paced, noisy, and physically demanding but incredibly rewarding.

Ready to Make a Difference?

If you're a dynamic, compassionate, and results-driven educator with a passion for early childhood leadership — we want to hear from you!

Apply Today and become part of a team that's changing lives, one child at a time. Please send a cover letter and your C.V./resume to Head of School, Jessica Palma - Palma@istucson.org before June 6, 2025.