

Organizational Structure

Hilltop is fortunate to be comprised of multiple groups whom we consider “stakeholders” in our organization, dependent upon each other for our success and accountable to each other in responsibilities, each with significant roles and rights. Those stakeholders are the Board of Directors, the Senior Leadership, the Administration, the Faculty, the Families, the Early Learning Community, the Local Business community, and most of all, the Children. As a non-profit organization, Hilltop takes a community-based stance in decision-making and fundraising.

Hilltop Children's Center is an IRS registered 501(c)3 non-profit organization, under its legal name Seattle Institute for Early Childhood Development. Our educational program is managed and operated by the administrative and educational team, as described below. Additionally, Hilltop contracts payroll and other accounting services to an outside agency.

Board of Directors

The organization is governed by a volunteer Board of Directors, organized by the by-laws registered with the Secretary of State. Board terms are a minimum of two years, with an executive team of a Chair, Vice Chair, Secretary, Treasurer, and the Executive Director. Members are nominated and voted in by the current board. One non-voting seat is reserved for a faculty representative. The Executive Director is an agent of the Board and is a non-voting member.

The Board's four major functions are to:

1. Ensure the organization's financial solvency and sustainability.
2. Assist in strategic planning and visioning.
3. Provide support to the Executive Director, including an annual performance review.
4. Conduct fundraising activities and attend to fund development.

Senior Leadership

Executive Director – is responsible for the organizational development and administration, fund development, grant management, public relations, budgeting, board relations, HR risk management, alumni relations, and marketing.

Senior Manager of Family Engagement - acts as an ambassador to Hilltop families and children, providing information, connection, and support services at all stages to ensure the success and relationship between families and Hilltop.

Senior Manager of Faculty Engagement - acts as an ambassador to Hilltop faculty and prospective employees, providing information and support services at all stages of the employee life cycle: recruitment, onboarding, orientation, career planning, career development, and transitions.

Senior Manager of Community Engagement – acts as an intermediary for Hilltop and the community, allowing for successful partnerships that will ensure the growth and viability of children.

Executive Assistant - provides administrative support to the executive director.

Administration Faculty

Program Supervisors – Each center has a Program Supervision who is responsible for the daily operations of the program: supervision of mentoring team, liaison to families, facilities, supplies and materials, and licensing and accreditation

Mentor Educators – Each center has a team of Mentor Educators who provide guidance and support to all teaching faculty to ensure the success of their teaching methods and the success of growth of their children and families. Mentor Educators are divided into age development areas of study and expertise.

- Infant and Toddler
- Early Preschool
- Preschool
- School-Age

Finance Coordinator - counsel and support to the Executive Director, Board of Directors, and faculty on all matters relating to finance and operations, including accounts payable, accounts receivable, and payroll.

Enrollment Coordinator – coordinates placement and orientation process for children and their families during the enrollment, waiting lists, analyzing attendance, and filling identified enrollment opportunities.

Special Projects Coordinator - coordinate and monitor a wide variety of complex activities, plan and oversee large-scale events, provide administrative and technical support, serve as a departmental resource, and provide ongoing support to staff.

Nutrition Coordinator – coordinates menu planning, cooks and serves meals to all centers, leads nutrition education classes, ensures the safe handling of food by complying with local health & safety rules, organizes food storage spaces and coordinating food deliveries.

Teaching Faculty

Primary Educators - our teaching approach translates to a rich learning environment and deeper curriculum development supported by high quality educators. Our primary educators receive paid planning time out of the classroom each week, including a weekly team meeting to work on documentation, discuss and develop curriculum, share observations of the children and classroom dynamics, and plan future trips or events, among many other curricular tasks.

Support Educators – our classrooms are designed to have two (2) classrooms paired together as a suite or unit. Each suite is supported by a Support Educator who works as part of a dynamic team, supporting Primary Educators in developing and implementing positive, nurturing, and stimulating activities suited for the children's developmental needs. They provide coverage for breaks, planning, and meetings.

Substitutes and Work-Study Students – substitutes and work-study students are pre-arranged or called when an Educator is ill to cover teaching responsibilities. Substitutes share their availability and teaching preferences with our Senior Manager of Faculty Engagement in advance. Substitute opportunities range from one to several days in a given classroom throughout the school year.