



POSITION DESCRIPTION

Title: Director of Education

Reports To: Chief Executive Officer (CEO)

Primary Functions

The Director of Early Learning works under the CEO to ensure our early childhood development centers are performing at the highest standard of quality.

Essential Duties and Responsibilities:

Assist CEO in all aspects of center operations and program development of the early learning centers.

Program:

- Assist all program directors with all quality early education initiatives including, but not limited to assessment and screenings tools, hiring teaching candidates and maintaining quality teaching staff and high level classroom interactions.
- Communicate the goals and standards of Child's Path to the Center Directors and program staff
- Conduct weekly meetings with Center Directors as need and monthly meetings with all the directors together
- Promotes professional image of the centers
- Promotes a sense of community between centers and central office
- Monitors all operational facets of the early learning centers
- Keeps abreast of current information in the field of Early Childhood Education
- Evaluates each teacher in each center with pre & post CLASS assessments annually and provide feedback to the directors to plan developmental needs.
- Maintains communication with the CEO and shares all pertinent information
- Reviews and approves purchase of supplies and equipment
- Is readily available to center directors and assists in filling in, in their absence.
- Develop, plan, and conduct teacher training programs and curriculum, new classroom procedures, instructional materials and equipment, and teaching aids
- Rotates between all four centers and works primarily at the center level to ensure a high quality program environment.

- Confer with members of educational committees and advisory groups to obtain knowledge of subject areas and to related curriculum materials to specific subjects, individual student needs, and occupational areas
- Assist in the grant writing process as needed. Providing program data, assisting with choosing and purchasing items, and providing information regarding reporting requirements
- Research, evaluate, and prepare recommendations on curricula, instructional methods, and materials as needed
- Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality, communication and timeliness of strategic goals
- Maintain accuracy of data and prepare reports as needed
- Monitors center's progress towards high-quality care and education
- Participates in the budgetary process involving early learning of programs
- Ensure all programs are running appropriately
- Contribute to the overall success of the agency
- Special projects or duties as required

Skills/Knowledge Required:

- Comfort with technology, especially Microsoft Office software, ProCare, Teaching Strategies Gold Software and knowledge of Creative Curriculum
- Five (5) year of experience in early childhood preferred
- 45-hour DCF Manger Training or education exemption
- Must maintain the required 24 hours of continuous training per year
- Has or will earn Florida Director's credential within six (6) months
- Excellent oral and written communication skills, presentation and interpersonal skills
- Energetic, outgoing, professional, detailed and driven to exceed goals
- Excellent coaching & mentoring skills
- Ability to handle time-sensitive matters with appropriate discretion
- Ability to perform multiple tasks using effective time management/organizational skills
- Demonstrated ability to build strong relationships, motivate, effectively work with and surprise staff
- Work with Directors and be part of a team to provide children with a high quality, developmentally appropriate childcare program

Minimum Education/Experience Requirements:

- Bachelor's Degree or higher from an accredited institution of higher education
- Five (5) year's professional experience in early education – related environment
- Must be proficient in the English language, written and oral

Physical Requirements:

- Local travel between centers within Collier County and administration offices
- Ability to lift up to 50 lbs.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:	_____	_____
	Employee	Date
Approved by:	<i>Heather Singleton</i> _____	4-23-21 _____
	Chief Executive Officer	Date