



**Job Title: DIRECTOR OF PRESCHOOL EDUCATION**

**Location:** Hall St. Building

**Employment Status:** Full-Time; Exempt

**Salary Classification:** Director

**Summary of Job:**

The Director of Preschool Education is responsible for supervising educational services; guides curriculum and program planning, development. (training; serves as resource for education services to ELNC management staff and teachers;) analyzes preschool children outcomes data and completes reports related to provision of preschool educational services; supervises classroom and other education staff.

**Direct Supervisor:**

The Director of Preschool Education reports to the Associate Director.

**Direct Staff Supervised:**

The Director of Preschool Education oversees and provides support to the Preschool Education & Health Coordinator.

**Other Key Relationships:**

The Director of Preschool Education will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

- Oversee implementation of program goals, policies, procedures and activities designed to support performance standards applicable to Great Start Readiness Program (GSRP), Children's Foundation Health.
- Responsible for overseeing the implementation of program curriculum to foster social development of children within ELNC Preschool program sites.
- Provides guidance and direction for the comprehensive integration of services, training, and compliance in alignment our program goals and objectives.
- Meets with and provides support to all Preschool Site Directors.
- Meets and works with GSRP Specialist to discuss and resolve issues related to GSRP teaching staff.

- Monitors recruitment of preschool children and provides support to sites to ensure full enrollment.
- Monitors attendance of preschool children and provides support to Family Engagement Manager to ensure children meet 85% attendance requirement.
- Facilitate problem solving and conflict resolution with staff.
- Adheres to all policies contained in ELNC's Employee Handbook.
- Performs duties as assigned

**Site specific duties: N/A**

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadliness.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

**Knowledge, Skills, And Abilities**

- Sustained concentration and ability to handle multiple tasks often simultaneously
- Significant diagnostic and problem solving skills
- Ability to direct and assess the performance of program supervisors and consultants
- Ability to handle highly stressful and sensitive situations in a professional manner
- Ability to interpret and implement complex policies and regulations
- Ability to work independently and maintain professional boundaries and confidentiality
- Ability to exercise tact and discretion in all employee interactions
- Frequent sitting for long periods using computer keyboard, telephone and other office machines
- Strong organization and time management skills, ability to meet tight deadlines

**Minimum Required Education and Experience:**

- Bachelor's Degree required in Early Childhood Education. Master's Degree Preferred
- 3- 5 years' experience working in a diverse educational setting.

**Additional requirements of the position:**

- Demonstrated knowledge of current educational theories, best practices, and curriculum and instruction in Early Childhood Education.
- Demonstrated competence in leadership, management, staff development, and supervision.
- Exceptional communication, interpersonal and organizational skills.
- Strong analytical problem solving skills.
- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_