

United Inner City Services/Home of St. Mark Child and Family Development Center

Position: Deputy Director of Education

Reports To: Executive Director

Hours: 8:30 – 5:30 (Needs of the center may vary)

Role: The Deputy Director of Education will serve of a key leader in ensuring that the highest level of early education services are provided throughout the organization. This will be facilitated by providing supervision, leadership and training to all early education staff and that fosters a culture of continual learning and growth. Regular communication in writing and verbally of observations of teachers and other needs of the center will be maintained. The Deputy Director of Education will work closely with the Executive Director and Child Care Director, in order to ensure quality education services and supports for children and families are delivered.

Essential Responsibilities and Duties:

- Develops and administers programming, reporting and assessments systems to assist the center in meeting performance standards as well as licensing and accreditation requirements
- Provide meaningful contribution as a member of the organization's leadership team. Including but not limited to strategic planning, ongoing development of collaborations and partnerships, as well as serve as a liaison and support for all programs and services delivered by the organization.
- Monitors the developmental screening process of students and ensures that appropriate instruction is provided based on student performance as well as provide leadership in the outcomes and assessment process. Including serve as primary liaison in supporting referrals for disability services as needed.
- Provides leadership in ensuring that teachers are preparing meaningful lesson plans that meet the needs of students, including monitoring that plans are submitted on a timely basis and that documentation of student needs and student success plans are being developed as necessary
- Monitors implementation of classroom curriculum and Head Start Education Plan in conjunction with established policies and procedures
- Plans and implements educational training for staff and work with the Family Advocate in including parents in Head Start trainings, including developing individual and center-wide professional development plans
- Provides leadership and supervision/support to Childcare Center Director in evaluating teachers and assistants to ensure Developmentally Appropriate Practices (DAP) and determining training needs for staff
- Observes classroom activities, provide feedback, and inspect facilities for compliance with health, safety, fire and other regulations
- Maintains on-going communication with leadership team, particularly Executive Director and Childcare Center Director and remain abreast of current best practice techniques in early education

- Serves as a liaison and works with community agencies such as The Family Conservancy-Head Start, NAEYC and MARC. In addition to coordinating compliance with all State Licensing regulations, CACFP and Fire, Health and Safety Inspectors
- Develops equipment and materials purchasing plan according to program needs
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively with staff and the general public

Required Knowledge, Skills and Abilities

- Principles and techniques of delivering high quality early education including pre-literacy and numeracy skills
- Principles and practices of training, supervision, and coaching of teachers
- Rules, regulations and standards of Head Start and kindergarten readiness
- Best practice in the delivery of age appropriate early education
- Work with culturally diverse populations
- Observe and monitor DAP for gross motor activities inside and outside
- Work safely without presenting a direct threat to self or others and thorough understanding of prescribed operating safety standards

And perform all other related responsibilities that will be required for this position.

Minimum Qualifications: Bachelor’s Degree in Early Childhood Education or Bachelor’s Degree in closely related field plus Early Childhood Education experience.

Preferred Qualifications: Master’s Degree in Early Education or related field with at least 3 years of previous experience providing leadership and supervision in early education.

I have read, discussed and understand my responsibilities as the Deputy Director of Education Coordinator for St. Mark Child and Family Development Center.

Employee Signature and date: _____

Supervisor Signature and date: _____

Revised April 2014