

**Director of**  
**Posting Date: March 29,**  
Education



**Education**  
**2023**  
Program

#### **POSITION SUMMARY**

The Director of Education is responsible for providing overall leadership in the planning, implementation, and evaluation of all aspects of the Early Childhood Education Program (Preschool), and the school age After School and Summer Camp Programs. This position requires a high degree of knowledge of child development, quality programming, program management, compliance, and customer service.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Responsible for the overall operation of the Children's Education Programs including curriculum, staffing, enrollment, quality, safety, and compliance.
- Ensure that Bright Stars and State of Rhode Island licensing requirements are met.
- Recruit and enroll eligible children in Childhood Education Programs.
- Manage and motivate a staff of full-time, part-time, and seasonal teachers.
- Ensure all required reports are submitted accurately and within the required time frame.
- Responsible for procuring program supplies and materials in accordance with program budgets and financial policies.
- Management of Federal Food Service applications and billing.
- RI Child Care Subsidy attendance and billing.
- Monitor all program expenditures and ensure adherence to approved budget.
- Maintain confidentiality and exercise appropriate discretion.
- Perform all other duties as assigned by the Executive Director.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree or higher with emphasis in Administration, Early Childhood Education, Child Development or related field.
- Bilingual English/Spanish preferred.
- Minimum of two years supervisory experience in an education setting.
- Commitment to working with children and families and providing the highest quality services possible.
- Knowledge of program and human resources management in a non-profit organization preferred.
- An understanding of childhood development, including stages of growth, and how social, emotional, physical, and cognitive needs intersect with learning.
- Excellent written and oral communication skills.
- Mastery of the full suite of computer programs, including email, Word, Excel, PowerPoint, Google, etc.
- Ability to work with a diverse population.
- Ability to work independently and in a fast-paced environment.

**Job Type:** Full time, all year.

**Salary: range from** \$65,000 to \$70,000.

#### **Benefits/Perks**

- Health insurance
- Dental insurance
- Paid Time Off
- Simple IRA matching
- Life Insurance
- Vision insurance

#### **Submit cover letter/resume to:**

Dr. Martin Luther King Jr. Community Center  
20 Dr. Marcus F. Wheatland Blvd., Newport, RI 02842

