JOB DESCRIPTION

DIRECTOR OF EARLY LEARNING

Serves as a member of executive management and is responsible for St. Vincent Early Learning Center, Inc.'s day-to-day program operations, curriculum development, and educational activities, including planning, improving, and evaluating all components.

REPORTS TO	PRESIDENT/EXECUTIVE DIRECTOR
SUPERVISES	ASSISTANT DIRECTOR
STATUS	REGULAR FULL-TIME, EXEMPT

ESSENTIAL FUNCTIONS AND RESPONSIBLITIES

The Director of Early Learning will have an understanding and ability to put into practice and advocate for the following guiding principles: culturally and linguistically competent, child and family centered practice; natural learning environments; learner focused approach; functional and meaningful activities/supports; and the ability to operate from a systems perspective.

- Serves as lead staff to the Program Committee
- Maintains compliance with standards of accreditation and licensing organizations including National Association for the Education of Young Children (NAEYC), Paths to QUALITY (PTQ), and State of Indiana Licensing standards
- Ensures the maintenance of records as required by NAEYC, PTQ and State Licensing
- Oversees daily programming, curriculum implementation, room management, and child-staff-parent relationships
- Possesses a strong understanding of and experience with the Reggio Emilia approach and *Creative Curriculum*, modeling implementation and evaluation, and scaffolding with other approaches/methods
- Proven comfort and experience with responsive evaluation methods in Early Childhood Education, including but not limited to: implementation; necessary professional development/training for teaching staff; data monitoring and analysis; and delivery of reporting
- Provides continuing in-service training as well as coaching to teaching staff thereby creating a professional learning community
- Informs and enforces procedures and policies of the agency with the program staff
- Monitors and maintains staff program records; schedule in-service annual training sessions in First Aid, CPR, Safety, Abuse and Neglect, Universal Precautions, as well as any other training requirements set forth by NAEYC, PTQ, and the State of Indiana
- Recruits, hires, and dismisses teaching staff with appropriate documentation and administrative approval
- Makes classroom visits and observations on a regular basis, and ensures the effective opening, closing, and scheduling of the program daily
- Responsible for performance management of supervised employees
- Advocates and works cooperatively and collaboratively with internal and external stakeholders and partners
- Responsible for specified agency activities in the absence of the President/Executive Director
- Participates in budget preparation and review of all financial reports
- Assists President/Executive Director with grant-writing activity and advocacy, when needed

Creates and documents individual professional development plans for teachers to achieve goals/standards
Supports family engagement efforts and handles family concerns, when necessary
Maintains confidentiality
Models appropriate behavior
Ability to utilize technology at a proficient level and demonstrate comfort working in a digital culture
Other duties and responsibilities as assigned

QUALIFICATIONS

Education and Experience:

BA/BS in Early Childhood Education, with grades of C or better from accredited college/university; OR
BA/BS in Elementary Education with a Kindergarten endorsement, with grades of C or better from accredited college/university; OR
BA/BS including at least 30 credit hours in Early Childhood Education, with grades of C or better from accredited college/university;
Master's Degree in Early Childhood Education, or related along with above-listed criteria, strongly preferred
At least 5 years of experience in early learning, with at least 3 of those in a supervisory position
Understanding of early learning systems strongly preferred
Strong time management skills
Ability to work independently and as a team member
Strong organizational and communication skills

Physical Requirements:

While performing the duties of this job the employee is regularly required to talk, hear and see, stand, walk, sit, reach with hands and arms, stoop, kneel, and move from standing to sitting on the floor and return to standing
The employee may occasionally lift and/or move up to 50 pounds
At times, may require more than 40 hours per week to perform the essential duties of the position
Fine hand manipulation is necessary when communicating in writing, and for utilizing technology

Other Requirements:

All as required by State of Indiana or NAEYC requirement
Must pass physical exam, TB and background tests as required by regulatory authorities
All required onboarding training
All job duties are expected to be completed in accord with the Mission, Vision and Values of St. Vincent Early Learning Center

ACKNOWLEDGEMENT

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of St. Vincent Early Learning Center, Inc. without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

_____ _____

Signature Date