



## Education Director

**Position summary:** To manage all curriculum and child development facets of Playful Minds LLC. Assist and monitor children's development progress. Plan appropriate educational activities. Enhance growth, and maintain a sound working relationship with providers, children, parents, and outside agencies. Work on obtaining NAEYC accreditation, including standard updates and changes.

**Reports to:** Owner, Program Director

**Supervisory responsibility:** Teachers

### **Required education and experience:**

1. Associates or Bachelor Degree in Early Childhood Education or related field.
2. 12-credits in child development OR early childhood education.
3. 2 or more years administering a licensed childcare center.

### **Additional eligibility qualifications:**

1. MA EEC certification for MA locations.
2. Evidence of medical physical within 1-year of employment and a statement from a physician that the applicant can do the job.
3. Evidence of mandatory vaccinations or immunity to communicable diseases (including TB).

### **On-going education, training, certification:**

1. Annual CPR and First Aid, Infant & Child.
2. Maintain certification with MA EEC and/or CT OEC.
3. Participate in required professional development annually.

**Travel:** To and from other PMLC locations and occasional offsite training.

### **Responsibilities/Core Functions:**

- All staff serve as mandated reporters as stipulated under state laws governing center locations.
- All staff ensure all needs of children are met.

### Program contributions:

- Contribute to the health and safety of the children in the program.
- Contribute compliance with MA EEC and/or CT OEC laws and regulations at all times.
- Contribute to day-to-day operations consistent with all Playful Minds policies and procedures.
- Contribute to regular progress report writing.
- Conduct an annual review of written policies, plans, and procedures.
- Document activities and observations and maintain on file.

### Staff:

- Work with the Program Director to identify needs and conduct staff training.
- Participate in annual staff orientation and regularly scheduled staff meetings/professional development.
- Available to advise to the staff about specific problems.
- Serve as a resource person to the staff.



### Children:

- Plan for and contribute to the arrival of new children to the program with the Program Director.
- Be knowledgeable of the unique needs of children with special needs and ensure appropriate adaptations occur, and guide teachers in the implementation of appropriate accommodations.
- Plan for the children's developmental progress.
- Ensure children are with the appropriate/approved age group.
- Be available to advise regarding child learning and development problems.

### Parents:

- Contribute to the Parent Participation and Education program with the Program Director.
- Regularly and promptly notify parents of program activities, new policies, and education opportunities.
- Be readily available to parents for meetings and to address their questions/concerns.
- Serve as a resource person to the parents.

### Curriculum:

- Oversee the implementation of curriculum standards of MA & CT.
- Apply all curriculum requirements to all programs.
- Develop and maintain a well-balanced curriculum of specific, planned learning experiences that support the social, emotional, physical, intellectual, and language development of the children.
- Develop and maintain a plan describing how the program activities support and engage children through specific learning experiences and are appropriate to the ages and development of the children serviced, to the length of the program day and to the program objectives. As appropriate, include children in the development of the plan.
- Ensure there are sufficient quantity and variety of materials and equipment to engage all children in the program.
- Develop and implement plans for the smooth transition between activities.
- Conduct an annual review of the curriculum and the education programs.
- Direct child guidance for the goal of maximizing the growth and development of the children and protect the group and the individuals within it.
- Be responsive to children's individual needs and support the development of self-esteem, self-expression, autonomy, social competence, and school readiness.
- Be nurturing and responsive to children.
- Support children in the development of self-esteem, independence, and self-regulation.
- Support children in the development of social competence.
- Provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children.
- Have a method of communicating effectively with each child.
- Guide teachers in appropriate educational activities.
- Work with the Owner and other administrators to obtain NAEYC accreditation and ensure standards are changed and implemented.
- Identify the learning material and supply needs.

### Financial:

- Work within the annual budget.

**Other responsibilities:** To be determined



### **Skills/Competency:**

- Strong verbal and written communication skills.
- Cultivate and maintain an atmosphere of teamwork.
- Genuine enjoyment when working with children.
- Comfortably engage with students, staff, and parents.
- Easily and compassionately address student's needs and engage/counsel parents.
- Quickly and effectively problem solve complex situations.
- Enhance program growth.
- Maintain sound working relationships with service providers and outside agencies.

### **Other performance indicators:**

- Build strong, professional relationships with community resources.
- Actively engage with community resources and refer to them when children and/or families have physical or emotional needs.
- Actively represent the program when in the community.
- Effectively interpret program to community groups.
- Participate in community events which provide an opportunity to highlight advocacy for children and families.

**Work environment:** Office work. Classrooms. Outside play areas.

**Physical demands:** Lift children up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

**Expected hours of work:** 8.5 hours per day during the center's core hours with an unpaid 30-minute meal break. Additional availability before and after core hours to respond to emergencies or staff coverage issues.