

**JOB SUMMARY/PRIMARY FUNCTION:**

The Director of Early Education & Care is primarily responsible for overseeing the management, policies, procedures, and curriculum of the Toddler and Preschool classrooms, under the supervision of the SVP of Education & Programming. The Director will be responsible for ensuring a developmentally appropriate program that ensures the healthy progression of socio-emotional, cognitive, and motor skills for children and compliance with the Department of Early Education and Care (EEC) regulations and NAEYC.

KEY ROLES (Essential Job Responsibilities):

- Ensure implementation of a developmentally appropriate and multicultural curriculum fostering a progression of skills and social development in all children
- Meet EEC regulations
- Full engagement in the MA Quality Rating and Improvement System with intentions of advancing levels
- Achieve/maintain accreditation status with the National Association for the Education of Young Children (NAEYC)
- Maintenance of the Professional Qualifications Registry
- Ensure implementation of policies, procedures, parent meetings, staff development and a learning-based, child-centered curriculum
- Staff development, supervision and accountability
- Develop a weekly schedule for presence in designated classrooms to observe program, interactions, audit paperwork, address issues, and support lead teacher
- Coordinate parent conferences, communications, and support lead teacher
- Ensure the safety and protection of every child through structured activity, protocol, and diligent hiring practices
- Develop and maintain a parent advisory committee (to help facilitate goals, programming priorities, and parent engagement)
- Keep records essential for control, evaluation and reports to supervisor, committees, Board of Directors and licensing agencies
- Engage in active listening with families in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals
- Evaluate the performance of early education staff
- Remain current in required and voluntary training in order to promote growth of mind, spirit and character values for all, and deliver that training to staff

ADDITIONAL RESPONSIBILITIES:

- May implement and manage special programs and/or events, and/or participate in the implementation of other unit activities as necessary.
- Assume other tasks, assignments and responsibilities as needed or directed by the SVP of Education & Programming.
- Must maintain First Aid and CPR/AED Certifications.

Skills/Knowledge Required:

- Bachelor of Arts or Science degree in Early Childhood Education or related field.

- 5 -7 years professional teaching experience supervising staff and developing curriculum.
- Must meet EEC qualifications per state regulations for Director II and be 21 years of age.
- Demonstrated understanding of the developmental progression of skills and program development.