

POSITION DESCRIPTION ELC ADMINISTRATOR OR ELC DIRECTOR

Position Purpose

St. Mary Catholic School is seeking an ELC Director to oversee all aspects of the Early Learning Center and Educare (before, during, and after school care) to insure it is operated in alignment with St. Mary school's mission and values, provides a positive nurturing learning and growing environment in collaboration with school and parish administration and the parent community. This position follows the normal school year schedule. We are seeking a knowledgeable, dynamic leader to serve as this Director. Please note, this position includes both teaching, leadership, and supervisory responsibilities.

Essential Responsibilities

1. Inspire, guide, and support a team of early childhood educators and a community of families as the leader and supervisor of the Early Learning Program and Educare.
2. Manage all center operations, including staffing, finance, and facilities
3. Develop, implement, and monitor ELC and Educare with a commitment to and demonstration of the school's mission.
4. Proactively pursue the professional development of staff members and self.
5. Build and maintain strong relationships with enrolled families through excellent verbal and written communication and positive interactions.
6. Work in collaboration with the Administrative Team and principal to forecast and manage enrollment to determine availability and timing of open spaces
7. Actively engage prospective families in the community
8. Monitor classroom attendance and staff ratios to ensure DCYF regulatory compliance
9. Model ideal behaviors and coach educators to classroom excellence to uphold the integrity of the curriculum
10. Mentor and train new teachers in curriculum and all areas of instruction
11. Effectively develop and evaluate learning guidance tools for staff and classrooms, including progress monitoring
12. Teach in the classroom as needed to maintain state ratios
13. Other duties as assigned to strengthen program quality

Essential Qualifications

BA in Early Childhood Education or equivalent
School administration experience, preferably Catholic
Collaborative management style; team player
Innovative and adaptive thinker
Excellent verbal and written communication
Passionate about early childhood education

Supervision

Reports to School Principal; collaborates closely while managing daily operations independently using considerable judgment and discretion
Supervises Lead Teachers and ELC and Educare staff