



Director, Early Learning Center

Reports to:	Chief	Job Code:	437
Department:	Administrative Certified	Structure/Grade:	Unified/132
Division:	Student Services	Workdays:	246 Days
Retirement:	Teacher's Retirement System (TRS)		

Position Summary

Establish and implement best practices to enhance early learning and readiness, focusing on the social-emotional, physical, and cognitive/academic development of young children while addressing equity and achievement gaps. Provide strategic input on the organization's long and short-term plans, translating plans into objectives for the assigned function and aligning assigned teams towards common goals.

Essential Job Duties

- Supervise and manage preschool teachers and childcare workers to ensure a safe and educationally stimulating environment.
- Hire, train, and provide ongoing professional development for staff while conducting performance evaluations to uphold high-quality standards.
- Support the professional growth of staff by providing direction, support, and constructive feedback.
- Develop and communicate clear policies to staff members and parents, ensuring consistent operations within the facility.
- Contribute to curriculum development that meets educational standards as well as the developmental needs of children.
- Lead marketing initiatives and public relations activities aimed at promoting the program's benefits to increase enrollment numbers.
- Translate broader strategic plans into specific objectives for the Early Learning Center's functions while making decisions that will have medium- to long-term operational impact.
- Analyze data to inform decisions and improve practices.
- Provide input into overall financial plans, maintaining fiscal accountability.
- Provide guidance to the teams, including through times of risk and uncertainty, aligning teams towards common goals.
- Perform additional duties as assigned.

Qualifications

- Academic: Master's degree in closely related area with a minimum of five (5) years previous experience with demonstrated successful advancement through the teaching and/or school or school system administrative hierarchy required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level NL-5 or above required.
- Non-Academic: (Operations, Finance, Information Technology, Human Resources)- Master's preferred and 5+ years of leadership experience. If Master's degree is not held, Bachelor's degree and 9+years of progressive field based leadership experience required. GAPSC Support Personnel License required.

Knowledge, Skills, and Abilities

- Knowledge of facilitation techniques and strategies
- Knowledge of leadership principles and change management strategies
- Knowledge of budget management and fiscal management practices
- Good computer skills, including the ability to use all relevant software
- Ability to advise others on complex matters.
- Ability to make critical strategic decisions that have a significant impact on the organization
- Strong leadership and team-building skills, with the ability to lead managers and senior managers and align teams toward common goals
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization
- Superior critical thinking and problem-solving abilities
- Excellent data and financial analysis skills and the ability to maintain fiscal accountability for assigned functions
- Ability to translate broad strategic plans into objectives for assigned functions
- Superior communication skills and the ability to interact with other organization leaders, providing thought and pushback on ideas
- Ability to represent the organization internally and externally, and coordinate and collaborate with federal, state, regional, and local organizations

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have valid driver license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.



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Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____