



## Job Description

<b>Position:</b>	Education Director
<b>Status:</b>	Exempt; Member of the Management Team
<b>Reports to:</b>	Chief Executive Officer or Designated Leader
<b>Effective Date:</b>	TBD

**SUMMARY:** The Education Director is responsible for maintaining a developmentally appropriate education program where Christian values are integrated and demonstrated and the children and families served by the Foundry are given tools to grow and succeed spiritually, emotionally and educationally. The Education Director is responsible for hiring and managing the education staff, adhering to Foundry policies, and complying with licensure requirements of the Kentucky Cabinet for Health and Family Services.

### KEY DUTIES AND RESPONSIBILITIES

- Guide and direct the development of the Foundry's educational initiatives to meet the goals set out for the children under the Foundry's care including the pre-school academy, afterschool and summer camp programs.
- Direct the parent involvement program for families served by the Foundry.
- Ensure all required paperwork for children, staff, and licensing are obtained and organized in a timely manner in accordance to state licensing regulations (including required emergency plans and drills).
- Establish and oversee enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom and monitored to ensure success.
- Function as primary contact person for parents/guardians on enrollment, assimilation, progress and all other matters pertaining to the students of the Foundry's educational programs.
- Manage the educational budget and ensure teaching standards are met.
- Maintain staff-to-child ratios in all classrooms and serve as a substitute instructor if needed.
- Oversee supply and food ordering to ensure compliance with state licensing requirements.
- Recruit, hire and supervise the Foundry education staff.
- Adhere to staff employment and administrative policies and procedures.
- Conduct ongoing informal and annual formal performance evaluations of education staff.
- Consult, support and provide guidance to teaching staff in evaluating and revising children's programming as required to ensure success.
- Establish sound working relationships and collaborative arrangements with community groups and strategic partners.
- Work with schools (local and statewide) and other educational-oriented organizations to share the Foundry's educational strategies and to stay informed about innovative education and poverty-alleviating strategies.
- Contribute as an active member of the Foundry's Management Team, providing input on policy and other matters affecting the Foundry's education programs and overall ministry.
- Performs other duties as assigned by the Chief Executive Officer or Designated Leader.

### Education/Experience:

- Bachelor's degree in early childhood education or a related field with a minimum of two years experience in an educational setting required. Master's degree preferred.
- Knowledge of Kentucky Licensing regulations.
- Leadership experience and excellent verbal and written communication skills.
- First-class organizational skills with the ability to work on multiple projects simultaneously.
- A strong ethical code with the ability to use tact and diplomacy in interactions with all relevant parties.
- Proficiency in Microsoft Office and Google platforms.
- Dual or multi-language speaker preferred but not required.