

Director of Early Childhood Education— Sprout School

PAY GRADE: 7

Department: Early Childhood Education

Reports To: Senior Director of Early Childhood Education

FLSA Status: Exempt

GENERAL PURPOSE OF JOB

This position is designed to provide administrative support for the development and implementation of Sprout School programs. The Director of Early Childhood Education works closely with the Sprout School leadership team and the YWCA's Senior Leadership Team. The Director of Early Childhood Education oversees a range of internal organization operations, including teacher recruitment and retention, student enrollment, data management and coordinating assessments, compliance management, and coordinating facilities management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Enrollment

- Maintain overall inventory of available student enrollment across SPROUT schools and work with Center Directors to fill student openings as needed
- Determine available scholarship funding for student openings at each center location. Work with Center Directors to ensure it is applied appropriately
- Assist parents/teachers in the enrollment and engagement process

Licensing and Regulatory

- Maintain on-site employee files in accordance with State regulations and any other funder or accreditation requirements
- Ensure that background/CPS checks/TB assessments are tracked and renewed on-schedule according to licensing requirements
- Lead operations and facilities management, including developing food and nutrition programming.
- Work with leadership team to comply with licensing requirements.

Program Development

- Work with SPROUT Leadership team to determine the direction of SPROUT programs build strategic timelines, and implement new projects
- Develop strategic program and process for creation and opening of new SPROUT locations
- Manage vendors and contract negotiations for SPROUT schools
- Represent the Sprout Schools and YWCA Richmond at local, state, and national conferences and meetings.

HR/Compliance

- Work with HR to communicate overall upcoming staffing needs, maintain overall management of SPROUT employee headcounts by location
- Participate in SPROUT recruiting process to include interviews, resume review, etc

- Develop processes and policy to enhance the effectiveness and efficiency of the Sprout School.
- Manage SPROUT budget.

QUALIFICATIONS

- The ideal candidate must have strong leadership skills, excellent oral and written communication skills and be fluent in MS Office, Outlook, and quick to learn new technologies.
- They must also have a good understanding of developmentally appropriate learning for children age infant to five years old and a deep respect for teachers in the field.
- Commitment to professional development as a recruitment and retention strategy for teachers to grow in the field of Early Education.
- A growth mindset with a solution focused approach to motivate and inspire Center Directors, Assistant Directors, and teachers.
- Passionate about serving mixed-income families, braiding public funding, including Head Start, with private pay families.
- Intentional about delivering high quality curriculum and designing and implementing an assessment strategy that can be replicated at each Sprout School location.
- An interest in learning about the Reggio-Emilia approach to early education, willing to be flexible and allow student led learning driven by their curiosity to develop and flourish in each Sprout classroom
- Works well with others and can be a bridge between Sprout School and the finance, HR, and Advancement team at YWCA Richmond.
- Highly organized, effective time management and multitasking skills.
- Proactive about building relationships with new families and maintaining high enrollment to make sure the students have access to the best curriculum available.

Education and/or Experience

Minimum

1. Bachelor's degree in Early Childhood Education, Child Development, Education or a related field
2. 5 or more years of management experience in a licensed school, childcare center or preschool required.
3. Excellent written and oral communication skills