



## **Director of Educational Services**

Exempt, Salary Position

Reports to: Executive Director

**Description:** The Director of Educational Services is responsible for development and operation of the Infant/Toddler, Preschool and Kindergarten programs of Wyoming Valley Children's Association. She/he works with the Executive Director to create programs to be administered and implements all guidelines and policies with the purpose of ensuring compliance with all government regulations, as well as maintaining alignment with WVCA's mission. She/he is the direct link to the families, faculty, PA DOE, PA DPW, MAWA's Early Intervention (EI) Program, local colleges, universities and other community agencies for the Preschool and Kindergarten.

### **Major Responsibilities:**

- Develop and monitor the Preschool and Kindergarten programs
- Supervise educational staff development, implementation and execution of program outcomes
- Serves as the organization's representative with the PA Department of Education
- Collect, document and disseminate all mandatory forms and information for student enrollment
- Assign rosters of students for classrooms
- Coordinate, plan and implement all staff development
- Recruit students to provide an inclusive setting for our EI program
- Develop and maintain program service rosters, billing/other accountability, attendance and progress monitoring for service contracts
- Coordinate consultative services, i.e. vision, behavior, TSS, nursing, etc.
- Coordinate and monitor all program interns and volunteers as appropriate
- Oversee and maintain records of orientation of new employees, TSS, volunteers, etc.
- Serve as liaison with outside businesses, organizations and contracts as they relate to educational services
- Coordinate all student transportation services
- Facilitate and keep record of staff meetings and other departmental meetings
- Assist staff and families in the toddler and school-age transition process
- Provide support to families during enrollment, identification and connecting to community services as appropriate
- Work with the Early Intervention Service Coordinator to transition children to Preschool, Kindergarten and grade school services when necessary

- Work with the Fiscal Coordinator to create tuition invoices
- Supervise and work with the school LPN to ensure proper health standards and documentation
- Ensure all Keystone STARS requirements and other program standards are achieved and maintained
- Implement new information and program directives from Office of Child Development and Early Learning, Department of Education and Department of Health
- Maintain records of all required trainings for faculty and schedule mandatory renewals
- Prepare and distribute program information packets to families according to licensing guidelines
- Provide tours to families and community members
- Maintain records and complete applications and forms as required for licensing and certifications, including but not limited to DOE, DHS, PDE, DWP, STARS, etc.
- Facilitate and oversee all program-wide activities for preschool, i.e. United Way Day of Caring, holiday celebrations, graduation, etc.
- Maintain inventory necessary for execution of programs
- Develop and maintain rosters and staff for before and after care services

**General Management Responsibilities:**

- Serve as Team Leader – adhere to best practices in Early Childhood Education
- Prepare annual performance reviews for all faculty and Program staff
- Oversee attendance, inclement weather policy, make-up days scheduling
- Manage staffing in all areas and substitute as needed to maintain proper classroom ratios
- Work with Executive Director and Fundraising and Marketing Coordinator as needed on fundraising events and grant writing and fulfillments
- Attend all IEP meetings or ensure coverage in event of absence
- Other related duties as assigned

**Qualifications:**

- Bachelor's degree in Early Childhood or Special Education required, Master's degree preferred
- Previous supervisory experience required
- Experience working and communicating effectively in a team environment, with other staff, volunteers and various community stakeholders
- Excellent written and oral communication, problem solving and interpersonal skills required
- Must be well organized and adept at performing many tasks at once
- Must be meticulous in all notes and documentation.
- Self-directed, flexible and able to work independently