

Position: Director of Early Learning
Department: Early Learning
Supervisor: Head of School
Employee Classification: Exempt

Position Summary: The Director of the Early Learning Center Division is responsible for developing and facilitating curriculum development for the Early Learning Center (2 months through K), managing faculty development and evaluation, and promoting strong parent/student/teacher relationships.

Primary Responsibilities:

- Communicating school-wide and divisional values, goals, and norms to the Early Learning faculty to promote a strong sense of community and identity.
- Setting expectations and implementing appropriate grade level curriculum for students ranging from 2 months through K.
- Providing appropriate professional development opportunities for faculty to achieve curriculum goals.
- Communicating FCIS and Pinellas County Licensing regulations and standards to faculty to ensure full compliance.
- Collaboratively establish Cornerstone of Behavioral Expectations for faculty and students with faculty and students.
- Provide guidance to faculty and students on achieving cornerstones of behavior to establish a positive, kind school culture.
- Facilitate bi-weekly team and monthly divisional meetings to communicate school-wide or divisional-wide initiatives, expectations, and curriculum training and to coordinate ongoing events.
- Establish expectations for faculty usage of Veracross and written communication to parents.
- Monitor faculty usage of the student management system Veracross, to ensure proper and timely communication is being presented to parents and students.
- Manage report card content and monitor teacher narratives to ensure they meet established expectations for communicating student progress.
- Facilitate professional goal-setting among faculty.
- Provide feedback on goal achievement and curriculum achievements with faculty on a regular basis.
- Oversee character education curriculum to promote healthy, developmentally appropriate social and emotional growth in students.
- Manage divisional budgets.
- Oversee divisional purchases to be within budgetary guidelines and meet school-wide initiatives.
- Establish teaching schedules.
- Oversee the planning and implementation of student activities on campus.
- Work in cooperation with the Director of Enrollment Management to determine eligibility of applicants to Saint Paul's school.

- Work in cooperation with the Director of Enrollment Management to coordinate the timely promotion of students in the Infant, Waddler, and Toddler (IWT) program and beyond.
- Partner with the Director of Technology to ensure Veracross is up-to-date and address any technology issues in the Early Learning buildings.
- Coordinate CARE meetings to intervene when students are struggling. A student's CARE Team should include the Director, the child's primary teacher, the child's parents, and any auxiliary teachers who may be able to offer insight and support (i.e. reading support teacher).
- Take notes during CARE meetings and share them digitally with all Team members after the meeting and coordinate follow-up meetings as needed.
- Partner with the Reading Support Teacher to ensure students with identified learning differences have Learning Plans that are refreshed annually based on the child's individual Learning Profile.
- Coordinate Articulation Meetings at the end of the school year to communicate Learning Plans to the child's next teachers.
- Assist ELC students at drop-off and pick-up to nurture a strong home-school connection through daily contact.

Education and Experience:

- BA or Master's Degree in Early Childhood Education
- Independent school experience preferred
- Early Childhood teaching experience
- Directors credentials would need to be obtained
- Ability to communicate with multiple constituencies

The school has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform as the School may deem appropriate.