



Job Opening: Preschool Manager (Full-Time)

The East Durham Children's Initiative (EDCI) is committed to improving outcomes for children and families living in a 120-block area of East Durham referred to as the EDCI Zone. Our long-term vision is to have all youth in the EDCI Zone successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and families extending from birth through high school. EDCI partners with local organizations and community members who share our vision to provide these needed resources and supports to East Durham children and families.

EDCI is seeking to fill the position of Preschool Manager. This full-time, benefits eligible position will report to the EDCI COO and/or the Director of Academic Success.

Primary Scope of Work

The Preschool Manager will oversee the operations of the EDCI LEAP Academy half day, bilingual preschool program and serve as a member of the EDCI Leadership Team. The primary responsibility of the Preschool manager is to create an environment that supports the growth of the preschool children in all areas of development. The Preschool Manager will develop strong, trusting relationships with families.

The EDCI LEAP Academy is an educational partnership between EDCI and Latino Educational Achievement Partnership. Please see the attached philosophy. LEAP provides technical assistance to the EDCI staff. The Preschool Manager has a very strong partnership with LEAP. The Manager collaborates with the LEAP Curriculum Coordinator.

Key responsibilities include sustaining a high-quality program that values partnership between families and staff. The Preschool Manager creates an open and honest working environment that inspires professionalism and draws out strengths in others. The Preschool Manager will work toward EDCI goals and objectives, adhere to EDCI policies and procedures, and perform additional duties as defined by his/her supervisor and the EDCI leadership team.

Minimum Qualifications

- A Bachelor's or Master's degree in Social Work, Psychology, Early Childhood Education, or related field and/or equivalent years of experience. Birth to Kindergarten license.
- Strong understanding of evidence based practices for 3-5 year olds.
- Experience supervising staff members.
- Spanish language skills a plus.
- Background in early childhood education, working with low-income families, knowledge of the East Durham community, and experience conducting trainings/parent groups strongly preferred.
- Successful candidates will work effectively in a small, fast-paced team environment.
- It is essential that candidates for this position possess strong interpersonal and organizational skills, are dedicated to parent and child success, and are committed to the mission of EDCI.

Job Duties and Responsibilities

Specific tasks of the Preschool Manager will include, but not be limited to, the following:

ADMINISTRATIVE LEADERSHIP and FACILITIES:

- Maintain accurate record keeping.
- Act as liaison with local public and private agencies for referrals for children with special needs.
- Act as liaison with site hosts, City of Durham and Durham Parks and Recreation, for facility needs.
- Plan and implement a program for professional growth.
- Prepare monthly reports on data indicators for continual evaluation of the program.
- Maintain as many licensing regulations as possible.
- Purchase snacks, equipment and supplies (indoor and outdoor) and track spending.

STAFFING & PERSONNEL

- Recruit, interview, hire and manage Preschool staff.
- Plan and conduct staff orientation and develop an annual calendar.
- Complete on going staff reviews for professional growth.
- Manage staff schedule and conduct weekly staff meetings and teacher workdays/trainings in collaboration with the Curriculum Specialist/Teacher Mentor.
- Provide ongoing mentoring and coaching to classroom staff through spending time in classroom to introduce and support new ideas, strategies, etc.

CHILDREN'S PROGRAM, SUPPORT & PROFESSIONAL DEVELOPMENT

- Collaborate with LEAP curriculum team.
- Keep abreast of research and new developments in the field of early childhood development and education.
- Remain active in professional organizations and participate in conferences and lectures when appropriate.
- Plan and organize procedures for the management of the children's program.
- Observe and evaluate staff and program in classrooms on a regular basis.
- Implement and ensure that EDCI's Child Safeguarding policy is adhered to in classrooms at all times.

PRESCHOOL PROMOTION, GROWTH & COMMUNITY OUTREACH

- Welcome all visitors to the Preschool and conduct tours as needed.
- Follow through with all prospective families and maintain enrollment waiting lists.
- Plan and implement registration and enroll new families.
- Implement an orientation program for families that includes an overview of policies & procedures.
- Maintain positive parent-Preschool relationships.
- Maintain a system of home-Preschool communication (i.e. daily reports, newsletter).
- Plan and administer a parent/caregiver education and participation program.
- Conduct meetings with parent(s)/legal guardian(s) as needed.
- Develop and maintain community relations and partnerships.

Benefits and Salary: Salary for this position is competitive and is commensurate with prior experience. A comprehensive benefits package is included.

Anti-Discrimination Policy: East Durham Children's Initiative prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. EDCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

How to Apply: Applications will be reviewed immediately and will continue until the position is filled. Applicants should send cover letter, resume, and educational philosophy via email to:

Nicky Charles, Chief Operating Officer Email: nicky.charles@edci.org Please put Preschool Manager in subject line

Latino Educational Achievement Partnership (LEAP)

LEAP offers a high quality, developmentally appropriate preschool program with a bilingual enrichment component. Children are exposed to planned, intentional, and emergent curriculum in both English and Spanish.

Children participate in English- and Spanish-emphasis circle time/large group meetings twice a week each reinforcing the concepts, topics, and vocabulary in both languages. LEAP also works in prearranged small groups (referred to as focused groups) every day, giving the children and teachers a chance to concentrate on specific topics and skills in a smaller environment. Our staff includes native Spanish and English speakers.

Our philosophical orientation is based on socio-cultural and constructivist theories. These ideas guide our curriculum, which offers plenty of hands-on learning opportunities in all areas and emphasizes the importance of relationships and their crucial role in children's learning.

Our care and approach to the environment, its importance, and its role in the early childhood classroom as the third teacher is inspired by the Reggio Emilia schools in Italy. Our model takes care in attention to what is featured in our classroom and how it is featured. Our walls reflect our community.

LEAP sees children as powerful, competent, curious, creative, capable, and entitled to agency in their own learning. Children and teachers learn side by side. Teachers are always paying attention, staying aware of what children are interested in, and taking note of their thoughts and ideas.

We believe that families are the children's first teachers and we aspire to work together with them—we strive to establish a partnership for the good of the children.