

# Director of Education



**Hours** 40 hours/week (7:30am – 4pm, M-F); 42 weeks/year

**Reports to** Senior Director of Children & Family Services

## Position Overview

The primary goal of the Director of Education is to provide exceptional education services to children with special needs through training, evaluating, guiding, and leading special education teachers, associates, substitutes, and temp staff.

The Director of Education clearly understands and embraces that they are a part of Little Light House, a Christian Development Center with Biblical core values, whose mission is to glorify God by improving the quality of life for children with special needs, their families, and communities.

## Principal Duties and Responsibilities

- > Assures and maintains that all Developmental Center (DC) classroom staff operate in alignment with the mission, vision, and core values of Little Light House.
- > Supports DC classrooms in maintaining evidence-based practices, advances in technological services, and innovation, assuring that educational services at Little Light House are of the utmost quality for an education-based developmental center.
- > Ensures that all DC classrooms uphold DHS standards and practices while helping to maintain DHS licensure.
- > Reviews and approves weekly Bible-based curriculum lesson plans.
- > Ensures all parents comply with our Parent Compliance Agreement, meeting with parents when these agreements are not upheld to create a plan for better compliance.
- > Serves as a parent liaison, meeting with parents to discuss student behavior, attendance, progress, or interventions as needed based on decisions made by a student's transdisciplinary team.
- > Maintains all Little Light House safety procedures.
- > Prioritizes staffing classrooms each morning to fill staff absences, maintains appropriate staff-to-student ratios, and communicates any staffing changes to the DC teachers and associates.
- > Oversees that DC teachers complete student paperwork, goal checks, and other forms promptly and excellently.
- > Fosters teamwork, collaboration, and transdisciplinary team practices within the DC classroom staff and Children's Services.
- > Empowers teachers to manage classroom activities, staff, and volunteers, providing mentorship and leadership training where applicable or necessary and holding monthly 1-on-1 meetings with teachers.
- > Observes classroom teaching and activities on a routine basis.

- > Conducts performance evaluations for new teachers and annual reviews for all returning teachers. Oversees that teachers are completing performance evaluations for classroom associates.
- > Oversees teaching staff professional development requirements
- > Oversees curriculum development and updating
- > Provides instructional resources, materials, and training to support teaching staff in accomplishing instructional goals
- > Works with the Children's Services Coordinator to develop and maintain a transition process for Little Light House families as they transition to another center or school district
- > Interviews and hires Developmental Center classroom staff
- > Collaborates with the Volunteer Engagement Manager to ensure that volunteers and college & career students are a benefit to the classroom activities and staff
- > Collaborates with the Sr. Director of Children & Family Services, Director of Therapy, and Director of the Family Learning Center to develop policies and procedures for children's individualized educational and therapeutic programs
- > Serves as a Leadership Team ambassador of LLH in community, state, national and international functions. Seeks out opportunities to build relationships with community partners and other people and resources who can contribute to the success of LLH's mission.
- > Maintains positive relationships between DC staff and other areas of Little Light House
- > Provides input into the LLH budget, executing judgment on daily operations to function within that budget for the DC classrooms.
- > Helps the Children's Services Coordinator plan and coordinate annual Shining Light Conferences
- > Manages paperwork timeline/due dates for Children's Services
- > Manages purchase orders and tracks DC classroom supply money
- > Oversees the placement and screening process with the Director of Therapy
- > Daily attendance at Flock
- > Facilitates the weekly meetings
- > Attendance at LLH fundraising events: Mini-Laps, Miles for Milestones, and Garden Party
- > Attends workshops/seminars as requested, CS In-services, and relevant conferences
- > Other duties as needed or required

## **Supervision Received**

- > Reports to the Senior Director of Children & Family Services

## **Supervision Exercised**

- > Responsible for overseeing all developmental center teachers, associates, substitutes, and temp staff
- > Responsible for interns and student teachers within the classrooms
- > Supervises the Children's Services Coordinator

## Required Qualifications & Skills

- > Bachelor's degree in education, early childhood education, special education, or related field
- > Holds current licensure in area of expertise in the State of Oklahoma
- > 2+ years of leadership/management experience
- > 3+ years of experience working with children with developmental disabilities
- > Support for and participation in the trans-disciplinary team approach to Special Education
- > Experience with children birth through six years of age
- > Excellent skills in: Communication, leadership, supervision, learning new tasks, teamwork, organization, initiative and self-directed completion of job
- > Works independently and cooperatively as a team member
- > Experience with conducting observations and giving constructive feedback
- > Demonstrates emotional stability, maturity, and a desire to grow spiritually such that spiritual principles will be reflected in day-to-day interactions, and genuine concern for a job done correctly and with regard to others
- > Incorporates a welcoming and teaching attitude toward everyone
- > Holds mastery of skills in: Early childhood development, evidence-based teaching practices, and classroom management
- > Effective clinical and administrative documentation
- > Excellent organizational/multitasking and time management skills
- > Effective and disciplined interpersonal relationship skills
- > Experience facilitating and leading trans-disciplinary teamwork
- > Upholds confidentiality regarding students, families, staff, and LLH leadership activities
- > Ability to obtain/maintain a CPR certificate.
- > Ability to lift, push, pull, 40lbs.