

Willie Mae Stokes Community Center

Education Manager

Job Description

Position Overview:

The Education Manager is responsible for overseeing and managing the day-to-day educational activities of the after-school program for students in Grades 3-12. The manager ensures the provision of a safe, enriching, and engaging environment that promotes the well-being, development, and academic support of the students. In this role, the individual supervises staff, coordinates activities, communicates with parents, and maintains compliance with regulations and policies including program planning, scheduling, and reporting.

Key Responsibilities:

Staff Supervision: Recruit, train, and supervise teachers, tutors and ensure proper staffing ratios and ensure adherence to policies and procedures.

Curriculum Development: Collaborate with staff to develop age-appropriate and engaging curriculum and activities that promote social, emotional, and academic development of the students.

Safety and Security: Ensure a safe and secure environment for students by implementing safety protocols, conducting regular drills, and maintaining compliance with safety regulations and licensing requirements.

Parent Communication: Maintain regular and effective communication with parents/guardians regarding program updates, activities, and address any concerns or inquiries.

Behavior Management: Establish and enforce behavior management policies and procedures to promote a positive and respectful atmosphere within the program.

Administrative Tasks:

Oversee administrative tasks, including enrollment, attendance tracking, record-keeping, and reporting as required.

Qualifications and Skills:

- Bachelor's degree in education or related fields with a minimum of 2 years of experience in an educational setting.
- State of Florida teaching credential.
- Knowledge of child development principles, behavior management strategies, and age-appropriate programming.
- Strong leadership and organizational skills.
- Excellent written, communication and interpersonal skills for interacting with students, parents, staff, and stakeholders.
- Ability to collaborate effectively with school personnel, and community partners.
- Computer proficiency in Microsoft Office programs.
- Commitment to improving the literacy skills of students.
- CPR and First Aid Certifications (or willingness to obtain).
- Must understand diversity, inclusion, and cultural competency in an educational setting.
- Must be available to work after school hours.

This job description provides a general overview of the typical responsibilities and qualifications for an Education Director. Specific duties and requirements may vary depending on the organization and its specific program goals.

The Willie Mae Stokes Community Center is an equal opportunity employer.