

Position Title	Executive Director
Reporting To	Board of Directors
FLSA Status	Exempt
EEO Job Category	Professional
Date Prepared	August 2018

Job Summary:

Directs and oversees all aspects of Silver Spring Day School including overall education, fiscal management, human resources and staff training. Responsible for children, staff and liaison with families. Interfaces with various community leaders; reporting directly to the Board of Directors.

Job Duties:

The Executive Director's responsibilities include managing and leading Silver Spring Day School focusing on the following: program and curriculum development, staff supervision and development, relationships with parents and families, and administration.

Responsible for managerial supervision and oversight including overseeing the financial procedures and planning for sustainability, along with the general maintenance and safety of facilities. Responsible for budgetary planning, regular reporting, long and short term goal planning.

The Executive Director reports directly to the Board of Directors, and is responsible for providing updates about organizational functions. The Director is responsible for hiring, training, and supervising teachers, program specialists, and administrative support staff.

Key Areas of Responsibility

Program and Curriculum Development

- Lead and direct the implementation of a developmentally appropriate curriculum and learning environment using best practices in partnership with teaching staff. Ensure operational systems that support the school's vision.
- Promote a nurturing and engaging program and atmosphere that reflects respect, inclusion, and compassion for all children, families, and staff.

Staff Supervision and Development

- Leverage the strengths of others to develop an effective team, while inspiring and fostering camaraderie, collegiality, and teamwork.
- Responsible for all aspects of personnel management, including but not limited to, recruitment, hiring, supervising, work planning, evaluating, and discipline.
- Serve as a mentor to teachers and staff and actively facilitate professional development, by creating opportunities for staff to learn in formal and informal settings.
- Ensure staff is informed and involved in the development and implementation of program outcomes and objectives, as well as individual goals and objectives.

External Relationships

- Form warm and caring relationships with children and their parents and caregivers that honors the importance of all individuals in the community.
- Effectively communicate the mission, vision, and goals of our programs, including parent participation in classroom, operational, and fundraising activities.
- Represent the school to parents and other interested groups at open houses, back-to-school-night, and other school and community events.
- Act as a resource for consultation, guidance, and professional referrals, if necessary, regarding parenting, child development, and education.
- Provide tours to new families, representing the vision, goals, and uniqueness of the school.

Administration

- Lead, manage, and monitor long and short term strategic plans including specific outcomes for program performance, enhancement, growth, and reporting.
- Develop, implement, and monitor annual program budgets through effective financial management and planning.
- Develop program fee structures that are consistent with the program value, educational market, and competitor school offerings.
- Support board/parent-led fund development efforts including grants, special events, and donor development to enhance the program and facilities.
- Partner with board and appropriate staff to provide effective marketing and outreach to the community and attract new families/encourage enrollment in our school and programs.
- Oversee the physical environment of the school.
- Maintain program compliance with Maryland state licensing to ensure the health and safety of all children.

Qualifications, Experience and Education:

- Minimum of BA/BS in Early childhood or related field.
- Minimum 5 years' experience in a supervisory role with demonstrated senior management level skills, including financial management and budgeting.
- Experience in Early Childhood Education and Non-Profit preferred.
- Requires background and reference check.

Competencies:

Leadership and decision-making skills; oral and written communication skills; ability to develop and mentor others; computer skills; ability to build collaborative relationships; ability to identify and seek community collaborations.