



Aspire Early Learning Academy Director

Job Description

The qualified Academy Director will manage our day-to-day operations and establish and sustain a positive learning environment for children. You will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, manage and support a complement of employees, and manage the center's financial affairs.

The Academy Director will demonstrable will have experience in managing all aspects of a preschool, as well as strong leadership skills. You should always display a friendly and professional demeanor, have a love for children, and strive to create a supportive and encouraging environment for children, families, and employees. Early childhood development experience is a plus.

Responsibilities:

- Ensure a safe, happy, and stimulating environment for children.
- Manage and coordinate curriculum with employees that complies with state, federal, and ABC Quality requirements.
- Ensure that center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies as needed and approved.
- Manage and support the teaching team. Monitor and promote their professional development.
- Interview, hire, and train new employees, ensuring they meet all DSS/ABC policies and legal requirements.
- Attend continuing educational training and courses to remain current on early childhood standards and procedures.
- Communicate and meet with parents regarding their children and the Academy's policies.
- Manage and oversee the budget, accounts, payments, and ensure that the center remains profitable.
- Develop and facilitate a marketing and communications plan.

Requirements:

- Associate's or bachelor's degree in a related field.
- Early childhood education experience preferred.
- Clear FBI, SLED, and Central Registry check required.
- Full-time employment commitment. Outside employment violates DSS regulations.
- Minimum of one-year employment contract.
- Comply with local, state, and federal laws governing childcare.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Maintain a professional appearance, attitude, and work ethic always.