



Little Learning Head of Program/Director of Operations and Administration

The Head of Program/Director of Operations and Administration is responsible for the general management of the program, including supervision and support of the administration and teaching faculty, as well as ensuring sustained alignment with the program's strategic vision and mission. The Head of Program/Director of Operations and Administration reports to the Founding Director and supervises the entire administrative and teaching staff.

Little Learning is a multi-year early childhood development program made up of fifteen employees serving 200 families annually located on the Upper East Side of Manhattan. Our educators are experienced K-3 teachers and are trained extensively in human development, early childhood, and the Little Learning Methodology. Our highly individualized approach allows us to develop learning profiles that prove very beneficial to a child's educational success in the primary years. Central to our success is the small class sizes with a 5:1 student:teacher ratio (5:2 for our youngest children), our learning environment which is often referred to as "magical", and our keen attention to detail in every child's development. Little Learning was founded over 15 years ago, and is located in a warm and welcoming townhouse across from The Metropolitan Museum of Art and one block from Central Park.

Professional Responsibilities:

- Further strengthen Little Learning's value proposition to current and prospective parents.
- Oversee, lead, and manage the entire Little Learning team.
- Manage client interfacing as head of program.
- Grow the enrollment, build upon signature programs, increase retention rates.
- Oversee and manage all financial responsibilities of the program.
- Oversee and manage HR responsibilities.
- Oversee and manage all business operations.
- Act as main point person for all communication with Founding Director, including providing consistent updates on all initiatives.

Desired Qualifications:

- Master's Degree preferred.
- Leadership experience in an academic or non-traditional setting.
- A leader who is child-centered in decision making.
- An innovative, inspiring leader and strategic problem solver, with a growth mindset.
- Strong moral grounding and integrity.
- Genuine, sincere, energy and passion.
- Demonstrated ability to organize, direct, and coordinate operations.
- An excellent communicator who can shape and convey the vision of "where we are all going together."
- An experienced team-builder who keeps the entire team "on the same page" and who will nourish and maintain the morale and spirit of the community.
- Experience in strategy, innovation, and growth.
- Proven experience providing professional development to teaching staff through observation, feedback and subsequent follow ups and training.
- Proven ability to structure, motivate, guide, hold accountable, and develop excellent collaboration within the administrative team.
- An excellent communicator with an eagerness to be an ambassador for the program, to prospective families, and the broader community of early education.
- An appreciation of, and the ability to be a compelling advocate for the value of Little Learning method of enrichment.
- Familiarity with the intensity that often accompanies the community of parents and the poise to be both responsive and calm.
- Familiarity with faculty and staff compensation systems and HR requirements.
- Familiarity with policies and procedures, technology, and other tools of a culture of administrative excellence.
- An open, warm, accessible, welcoming personal style, open to new ideas and willing to explore new approaches.
- High level of interpersonal awareness.
- Proficient in Microsoft Office.
- Ability to attend events outside of work hours
- Experience in codifying curriculum and methodology a plus.
- Experience in creating educator training programs a plus.

Interested candidates please send resume and cover letter to Linda Talton:
linda@educationgroup.com