

The position of Associate Director of Programming at Little Learning, Inc. entails overseeing the teacher and student affairs for small group classes of children ages 18 months-5 or 6 years old.

Professional Responsibilities:

- Oversee content for weekly Teacher Directives, and send to teachers
- Oversee clean out, reorganization, and preparation of classroom space
 - Order classroom materials and supplies for new academic year
- Oversee Daily Classroom Management
 - Ordering of Materials (including snack, folders)
 - Restocking of Materials
 - Cleanliness
- Weekly Letter Lesson Preparation
- Quarterly assessment of curriculum per level and execute curriculum adjustments
- Research best practices and latest in educational field
- Hold bi-weekly touch-base meetings with teachers
- Plan and implement the beginning-of-year Two-Day Teacher Professional Development
- Conduct touch-base communication with parents when necessary
- Manage, Implement, and Develop Student Assessments
- Manage Student Assessment Data Analysis
- Develop specific student action plans based upon Student Assessments
- Create RTI plans, create push in strategies, and execute strategies
- Manage annual LL Kindergarten Graduate Tracker
- Track submission of teacher notes
- Manage Teacher Notes
 - Review and respond to all weekly teacher notes
- Create and send annual Summer Suggestions for all levels sent every May
- Annual class leveling
- Teacher placement with Leadership Team
- Create Winter Break Suggestions
- Develop relationships with pediatricians
- Oversee creation of Who Am I Books? With Social Media Manager
- Other tasks as needed
- Teach 3-5 classes per week

Job Requirements:

- Masters degree in Childhood Education or a related field
- At least five years experience working in a classroom environment
- At least two years of K-3 teaching experience
- A keen understanding of early childhood development
- Experience managing a team
- Proficiency in Microsoft Excel, Word, and Outlook
- Excellent written and verbal communication skills
- Ability to attend events outside of work hours