

Director of Education

Our Little Village Learning Center

The Director of Education serves as the educational leader of Our Little Village Learning Center, responsible for curriculum excellence, teacher development, and faith-based learning experiences. Reporting to the Executive Director, this role ensures that educational practices align with state standards, quality improvement initiatives, and the Christ-centered mission of OLV.

This position is ideal for a confident, compassionate early childhood leader who finds purpose in mentoring teachers, partnering with families, and creating meaningful learning environments where children and staff thrive.

Role Summary

The Director of Education oversees curriculum development, classroom quality, and professional growth for teaching staff. This role works collaboratively with the Executive Director to advance educational goals, accreditation readiness, and intergenerational programming, while modeling OLV's core values and commitment to excellence in early learning.

The Director of Education does not own center-wide operations or financial accountability, but plays a critical leadership role in educational quality, staff mentorship, and family engagement.

Core Values

The Director of Education is expected to model and uphold the core values of Our Little Village Learning Center:

- Christ-Centered
 - Family-Focused
 - Partnership-Based
 - Hospitality
 - Discovery & Exploration
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Key Responsibilities

Educational Leadership & Curriculum

- Lead the development, implementation, and continuous improvement of a **high-quality**, developmentally appropriate curriculum aligned with SD DSS, SD QRIS, and organizational standards
 - Ensure curriculum supports cognitive, physical, social, emotional, and spiritual development
 - Collaborate with teachers to design, review, and strengthen lesson plans
 - Review lesson plans, observations, and documentation; provide constructive feedback and coaching
 - Ensure indoor and outdoor learning environments are engaging, organized, and stimulating
 - Stay current on best practices in early childhood education and introduce thoughtful improvements
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Staff Development & Mentorship

- Mentor, coach, and support teaching staff through regular classroom observations
 - Conduct monthly classroom observations and semi-annual performance reviews
 - Lead professional development planning and continuing education efforts
 - Identify growth opportunities and support individualized staff development plans
 - Foster a positive, collaborative, and supportive team culture rooted in trust and accountability
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Faith-Based Leadership

- Support and implement a **Christ-centered curriculum**
 - Be comfortable leading children in prayer and integrating biblical values into daily learning
 - Model Christian leadership through compassion, integrity, and service
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Family & Community Engagement

- Build strong, respectful partnerships with families through open and consistent communication

- Support program tours and enrollment conversations as needed
 - Collaborate with volunteers and community partners to enhance educational programming
 - Assist teachers in sharing curriculum and classroom experiences with parents in meaningful ways
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Compliance, Quality & Safety

- Ensure compliance with all state licensing regulations, policies, and accreditation requirements
 - Support quality improvement initiatives and accreditation self-study efforts
 - Maintain positive relationships with regulatory agencies
 - Ensure classrooms and learning spaces meet safety, cleanliness, and organizational standards
 - Follow and enforce policies outlined in parent and staff handbooks
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Collaboration & Organizational Alignment

- Report directly to and collaborate closely with the Executive Director
 - Partner with leadership on intergenerational programming and annual planning
 - Participate in collaborative meetings and professional networks within the child care and education community
 - Maintain a personal professional development plan, completing required annual training hours
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Qualifications

- Bachelor's Degree in Early Childhood Education or related field preferred
 - Minimum of 30 ECE credits
 - Minimum of 5 years of experience in an early childhood education setting preferred
 - At least 3 years of supervisory or leadership experience
 - Strong understanding of child development and curriculum design
 - Strong communication, organizational, and technology skills
 - Infant/Child CPR & First Aid certification (or ability to obtain within 90 days)
 - Must successfully complete required background checks
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Skills & Attributes

- Confident, compassionate, and emotionally intelligent leader
 - Strong mentor with a passion for developing others
 - Organized, proactive, and detail-oriented
 - Warm, approachable, and family-centered
 - Comfortable balancing structure, compliance, and creativity
 - Energized by faith-based education and mission-driven work
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Physical Requirements

- Ability to lift up to 45 lbs
 - Ability to sit on the floor, kneel, bend, and engage actively with children
 - Ability to work indoors and outdoors in various weather conditions
 - Ability to move throughout the facility regularly
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Why Join Our Little Village Learning Center?

- Purpose-driven educational leadership role
- Supportive, mission-aligned leadership structure
- Clear alignment between education, operations, and executive oversight
- Opportunity to shape curriculum, culture, and teacher development