



Pathways of Promise, is wholly owned by Central Detroit Christian Community Development, a faith based non-profit. We are an early childhood learning center that offers innovative, year round, full day educational care for infants, toddlers, and preschool. Our vision to offer a program that addresses the whole child. Our mission is to provide a safe, loving, and encouraging environment that not only meets children's developmental, but also their academic needs.

Early Childhood Education Program Director

Position's Purpose

Responsible for the administration of the Early Childhood Education program, oversight of record-keeping and monitoring systems and development of community partnerships. Must meet requirements for local and state agency policies and procedures.

Essential Job Responsibilities - Performance Indicators

Supervision

- Hire, mentor, coach and evaluate the performance of the Pathways team.
- Encourage and support professional development opportunities.
- Facilitate resolution of conflicts within the staff.
- Promote a consistent exchange of information in all directions.
- Promote training that meets team and individual needs.

Public Relations

- Establish and maintain relationships and collaborations with public school districts, systems of higher education, and other community agencies and partners.
- Attend interagency organizational and planning meetings as appropriate.
- Participate in professional development activities and organized community events.
- Design and deliver formal presentations.

Facility Development, Budgets, and Grants

- Participate in the development and implementation of annual budget.
- Research, and investigate potential grant opportunities.
- Assist with preparation of annual federal and state grants.

Misc. Job Responsibilities

- Design and deliver training in areas of expertise.

- Interact with members of Board of Directors. Attend meetings as needed.
- Regular formal presentations to parents, staff, Board of Directors and community groups to provide information and ensure collaboration and promote advocacy.
- Perform other duties as requested.

Minimum Requirements:

- Must have a minimum of a Bachelor's Degree in Early Childhood Education (or a related field), and five or more years' professional leadership/management and supervisory experience preferably in an educational non-profit.
- Significant experience in administration, including balancing requirements with budget constraints and growing community needs.
- Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services with focus on Infant/Toddler development.
- Experience in design and delivery of training.
- Intermediate to advanced computer skills, including internet and e-mail.
- Must have a valid Driver's License and proof of insurance and provide own vehicle.
- Pediatric CPR/First Aid certification

Knowledge, Skills and Abilities:

- Ability to determine and prioritize demanding workload while being flexible to accommodate emergent/unplanned needs and situations.
- Significant decision making and problem solving in many areas including the allocation of resources to program components, supervisory issues, scheduling and provision of program services.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Ability to exercise tact and discretion in all employee interactions.
- Frequent sitting for long periods using computer keyboard, telephone and other office machines.
- Strong organization and time management skills, ability to meet tight deadlines.

- Occasional standing to file documents, make copies, faxing etc.
- Occasional lifting up to 25 pounds, stooping, bending standing and reaching