



# Soulard Education Center

## Soulard Education Center Program Director

### Our Story

The Soulard Education Center has roots that begin in 1997 with a small neighborhood early childhood program. From this, and through its partnership with The Soulard School, Soulard Education Center has supported, sustained and developed programs rooted in the practices and values of Reggio Emilia, Maria Montessori and Howard Gardner. Specifically focused on the ideas that learning can be active, playful and joyous; that developing social-emotional health and well-being is valuable; and that empowering children to independently problem-solve for themselves and with their peers is worthwhile. It is this "different type of schooling" that is felt as visitors, students, staff and parents explore our halls and observe our programs in action.

Soulard Education Center features a pre-kindergarten program for children ages two through five, in two team-taught classrooms, as well as before/after school programming and summer camp. Teachers implement an inquiry-based curriculum. Children are encouraged to pursue their natural interests and learn from their surroundings through carefully planned, meaningful experiences.

### Program Director Overview

The Program Director works collaboratively with the Executive Director, Principal and SEC staff to provide early childhood education to a diverse group of students, as well as programming that supports the elementary students of The Soulard School. This includes managing two preschool classrooms and before/aftercare and summer camp for pre-k and elementary students. The Program Director supports and coordinates all aspects of the SEC programming, with a special focus working with teachers on curriculum planning and logistics and planning for programming. Strong skills and background in these areas will be key in the hiring process.

The Program Director will create a positive, trustworthy, collaborative and respectful climate that has consistent expectations for all. They will build relationships, communicate proactively, and promote continual growth while maintaining our school's progressive and student-centered focus.

This position would involve:

- Administrative duties - hiring, staff supervision, HR
- Classroom support
- Afterschool Clubs management
- Summer camp hiring, planning and supervision
- Admissions
- Scheduling
- State licensing & Subsidy compliance
- Community outreach

We are seeking a creative, community-minded individual who:

- Sees self as a learner and researcher alongside children
- Is a careful observer and listener of children
- Is open-minded, flexible, and able to multitask
- Is able to be a leader in classroom planning and communication with parents

Duties include:

- Pre-K Leadership
  - Spend time regularly in the classrooms coaching, assisting and observing



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- Review lessons and experiences in the pre-k classrooms
- Review pre-k trimester student evaluations
- Support in communications with pre-k parents about student growth and needs
- Support classroom documentation/newsletters
- Support early childhood teacher growth through observations and supervision of teacher professional learning goals
- Coordinate individual and group professional development opportunities
- Promote programs through community outreach
- Participate in outreach, tours and admissions for pre-k
  
- Before/Aftercare Management
  - Participate in hiring, training, scheduling and daily management of before/aftercare staff
  - Coordinate student scheduling, parent communications and billing
  - Oversee Club Soulard, an afterschool interest-based clubs program led by parent/staff volunteers
  
- Camp Soulard
  - Participate in hiring, training and scheduling and daily implementation/management of summer camp staff including elementary and pre-k camp and aftercare, as well as middle/high school interns
  - Oversee development of themes, lesson plans, field trips, etc.
  - Coordinate student scheduling, parent communications and billing
  - Develop marketing materials for camp and/or participate in camp fairs or other camp networking events

## Qualifications:

- Bachelor's or Master's degree in Early Childhood Education or related field
- Experience mentoring or supervising teachers
- Experience developing curriculum

## Compensation and Benefits:

- Salaried position with pay based on experience - general range \$55,000-60,000
- Position includes benefits: health, vision, dental and life insurance, matching 401k
- This is a year-round position.

This position begins May 2024.

To learn more about our school's approach before applying, visit [www.soulardschool.org](http://www.soulardschool.org).

To apply, please email resume and cover letter to [employment@soulardschool.org](mailto:employment@soulardschool.org).