



Associate Director of Education

Our Mission:

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

Assists in the day to day operations of the Dowd Education Center. Develops, implements, maintains and reports on the Dowd Education Center's program outcome and performance system to assure quality programs and services. Supervises staff.

Key Responsibilities:

- Supervises Dowd education staff, including classroom teachers, by providing leadership, direction, guidance
- Manages all classroom activity and ensures staff needs are met; Coordinates with classroom teachers to ensure effective corrective action measures and rewards are implemented; Provides coverage in classroom when necessary
- Collects, monitors and maintains records of assessments, surveys, statistics and other information relating to Dowd Center program's activities, outcomes and progress towards goals in order to demonstrate need and effectiveness of services; identifies areas for improvement in service
- Communicates program's challenges, activities, and outcomes to the Director of Education in a timely manner
- Ensures all licensing requirements are maintained and all compliance requirements are met; Prepares and serves as point of contact for audits;
- Coordinates logistical operations of Dowd Education Center, including staff meetings, staff communication, and completion of all paperwork regarding students
- Networks with community members, partner agencies, and schools to develop and implement programs to serve our families
- Serves as liaison to schools and school personnel
- Communicates with families of students and ensures Dowd staff are made aware of student needs
- Performs other duties as assigned

Qualifications:

- High School Degree required; Bachelor's Degree in Education or related field preferred
- Knowledge of the principles and practices of early child and youth development; ability to use this knowledge to achieve goals of the program

- 2+ years progressive leadership experience in an education setting, including program development
- Congruence with agency mission required; Thorough understanding of social equity and its impact on individuals required
- Working knowledge of social emotional learning and its impact required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Microsoft Word, Excel and Power Point
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to education
- Previous experience supervising staff required
- Demonstrated history of successful attention and organizational skills required
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies up to 25 lbs. occasionally required