

Job Title: Director of Education, Compliance, and Training
Location: Elizabeth's Early Learning Center, Lynchburg, VA
Position Type: Full-Time with Benefits

Job Summary:

The Elizabeth's Early Learning Center (EELC) Board of Directors is accepting applications for the position of Director of Education, Compliance, and Training. This individual will provide instructional leadership and ensure the quality of teaching and learning in early childhood programs for children aged 6 weeks to 5 years. The role focuses on pedagogical leadership to foster a high-quality learning environment while promoting the educational and social growth of children.

This position requires strong leadership skills, including reflective practice, communication, relationship-building, and advocacy. The Director of Education, Compliance, and Training plays a critical role in ensuring high-quality education and must be passionate about early childhood education, demonstrating the ability to lead effectively within a dynamic educational environment. This is a full-time position with benefits.

Application Review: Open until filled.

About EELC:

Elizabeth's Early Learning Center, Inc. (EELC) was established in 1997 as a not-for-profit childcare center. EELC is the result of a community-driven effort inspired by the vision of Mrs. Elizabeth Forsyth. The Center provides year-round, full-day childcare services and early childhood education for approximately 200 children, ages 6 weeks through kindergarten. The Center operates one campus located on Bedford Avenue in Lynchburg, Virginia.

Our Mission:

EELC is committed to providing every child with affectionate and personalized care in a safe environment. Our focus is on meeting the physical, social, emotional, and cognitive developmental needs of children in an age-appropriate manner.

Qualifications:

The Director of Education, Compliance, and Training leads and supports teaching staff, ensuring best practices in early childhood education. This role requires specialized professional preparation at a baccalaureate level, demonstrated through one of the following pathways:

- A baccalaureate degree in Early Childhood Education, Child Development, Elementary Education, or Early Childhood Special Education.
- A baccalaureate degree in another field with at least 36 college credits in Early Childhood Education, Child Development, Elementary Education, and/or Early Childhood Special Education.

- State public school certification to teach children from birth to 8 years of age.

Skills, Knowledge, and Abilities:

- Strong understanding of child development and early childhood education, including children with exceptionalities.
- Coursework and experience in curriculum development and evaluation, instructional approaches, teacher evaluation techniques, new teacher orientation, and classroom observation and analysis.
- Ability to make informed decisions regarding curriculum selection and implementation.
- Excellent organizational and coordination skills.
- Strong interpersonal and communication skills.
- Proficiency in basic computer skills.
- Knowledge of childcare funding requirements and related record-keeping.
- Ability to motivate staff and support their professional development.

Preferred Qualifications:

- Knowledge of Virginia childcare licensing requirements, USDA Food and Nutrition programs, and state/federal childcare funding sources.
 - Familiarity with Virginia's Quality Birth to Five Initiatives, including Virginia's Early Learning and Development Standards and CLASS.
 - Understanding of NAEYC accreditation standards.
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Key Responsibilities:**Orientation and Training:**

- Conducts orientation sessions for new teachers and staff.
- Ensures all staff meet in-service training hours as per state licensing guidelines.
- Provides professional development on licensing standards, NAEYC standards, CLASS, and other relevant topics.
- Guides teachers in setting professional goals based on CLASS observations and performance evaluations.
- Monitors and provides coaching to support teachers' annual professional development goals.

Instructional Support:

- Oversees teachers in curriculum implementation.
- Supports staff in planning developmentally appropriate daily schedules, activities, and classroom arrangements.
- Coaches teachers on effective teaching strategies and classroom management techniques.

- Ensures evidence-based best practices for early childhood education are reflected in teaching methods.
- Coordinates or conducts CLASS observations are performed, provides feedback, and offers coaching to improve instructional practices.
- Trains and supervises the implementation of developmental screenings and assessments.
- Collaborates with staff and families for conferences regarding children's behavior or developmental concerns.

Special Needs Management:

- Observes and assesses children with developmental needs.
- Refers children with special needs to appropriate community resources with parental/guardian consent.
- Assists parents/guardians in navigating the special education process.
- Attends eligibility and IEP meetings.
- Coordinates services for children receiving outside support within the Center.

Program Design:

- Selects appropriate learning materials, equipment, and supplies.
- Maintains and updates curriculum resources.
- Stays current with evidence-based best practices in early childhood education.
- Works with the Director of Operations to recruit, hire, and train new staff.
- Supports staff development under the direction of the Director of Operations.
- Collaborates with the program committee on curriculum selection, assessment tools, and other programmatic needs.
- Ensures compliance with NAEYC Accreditation standards.
- Reports suspected cases of child abuse and neglect in accordance with state regulations.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to applicants@eelc.info. Application review begins on March 15, 2025, and remains open until the position is filled.

Elizabeth's Early Learning Center is an equal opportunity employer.