



## Announcement of Open Position: Education Director, The Gray House

**Job Title:** Education Director

**Status:** Full-time

**Hiring Director:** Executive Director, [director@grayhouse.org](mailto:director@grayhouse.org)

**General Overview:** The Director of Education oversees all educational programming at The Gray House. This includes oversight of The Kids' Club program and direct management of the Adult Education program, which provides ESOL, literacy and other basic educational services to adult learners through one-on-one tutoring and small classes. The Director is responsible for thinking strategically about the needs of the community related to education and devising and executing plans to meet those needs. The director is responsible for assisting with agency relations and assisting with researching, writing and reporting for grants related to educational programs. Responsibilities related to the Adult Education program include teaching, developing a curriculum, recruiting, supervising and training staff and volunteers to improve the English Language skills of adult learners as well as achieve the set goals of the other specialized classes. Responsibilities related to the Kids' Club program include overseeing program planning and development, recruiting, supervising and training of staff and volunteers and being responsible for the licensing of the program and compliance with licensing requirements as well as helping with any direct program needs when necessary.

### Essential Responsibilities:

#### Adult Education Program

- Recruit and manage admission process of new students including follow-up, assessment and placement
- Recruit, train and manage all volunteers and staff tutors
- Supervise and support volunteer and staff tutors
- Provide orientation, introductions and host first session for students and volunteers
- Build and maintain professional relationships with students, staff and volunteers
- Teach classes and cover other staff or volunteer classes
- Communicate program activities, changes and cancellations to staff, volunteers and students
- Develop curriculum and lesson plans based on student need and work with staff and volunteer tutors to implement
- Conduct and report on bi-annual assessments for tutors and students
- Data collection, entry and maintenance
- Establish, track and report on benchmarking data
- Complete paperwork including grant and program reports as well as time sheets
- All other duties as assigned by the Executive Director

#### Kids' Club Program

- Responsible for submitting documents and attending trainings related to licensing process through the Department of Early Education & Care (EEC)
- Understand licensing process and requirements and ensure compliance
- Supervise & manage Kids' Club Coordinator
- Assist with recruitment and training of staff and volunteers

- Facilitate communication with parents and teachers
- Oversee program development and ensure alignment with program goals and objectives
- Establish and report on benchmarking data and oversee data collection and entry
- All other duties as assigned by the Executive Director

### **Administrative**

- Responsible for managing program budgets
- Assist with efforts to ensure financial stability for the education programs
- Research grant opportunities relevant to the education programs and assist with writing and reporting
- Communicate with the Executive Director regarding significant program developments, concerns with students, children or families, challenges with staff or volunteers
- Attend relevant community events, networking events and speaking engagements which may be outside of normal business hours including evenings and weekends
- Provide tours to donors and volunteers as needed
- Assist with agency needs including but not limited to answering phones and door, shopping, recruiting and coordinating volunteers for special projects
- Assist with other general agency and facility activities and needs
- All other duties as assigned by the Executive Director

### **Qualifications & Requirements:**

- 5+ years of experience as an educator; 9+ months of experience working with school age children; 6+ months of administrative experience *or* completion of at least 9 credits in management or administration subject areas from an accredited institution of higher education
- Minimum of a Bachelor's degree
- At least 20 years of age, per EEC requirements
- Strong proficiency in Microsoft Word, Excel, Gmail, and Google Drive required
- Strong math and writing skills required
- Understanding of and demonstrated ability to utilize different teaching techniques for a variety of learners, both youth and adult
- Knowledge of and experience working with ESOL adult students
- Demonstrates willingness to do both menial tasks and take on more complex challenges
- Able to communicate with others at all levels, exercise sound judgment and have attention to detail
- The ability to work effectively with co-workers, volunteers and The Gray House staff and board in carrying out the program and organization's mission
- Excellent interpersonal and communication skills (verbal, written, presentation, and facilitation)
- Must be capable of working under pressure in a somewhat disruptive environment, while remaining professional and exhibiting an upbeat attitude
- Demonstrates commitment to student development and knowledge of learning theories, instructional approaches and curriculum design
- Demonstrates multicultural sensitivity with the ability to effectively and collaboratively work with diverse populations
- Bilingual in English & Spanish *strongly* preferred
- Must pass EEC Background Record Check

Interested and qualified applicants should submit their cover letter, resume and application ([http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017\\_FINAL.pdf](http://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2017_FINAL.pdf)) to [employment@grayhouse.org](mailto:employment@grayhouse.org).



The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law.