



**Announcement of Open Position:  
Education Director, The Gray House**  
Applications accepted through May 16, 2025

**Job Title:** Education Director

**Status:** Full-time, Exempt

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

**General Overview:** The Education Director oversees all educational programming at The Gray House and bridges the programs together to provide holistic services to the community. This includes direct management of the Adult Education program, which provides ESOL, literacy and other basic educational services to adult learners, as well as educational and licensing oversight of the Kids' Club program. 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, building and maintaining community partnerships, 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 managing the academic outcomes and goals, assisting with recruitment of students, volunteers, and staff, preparing enriching activities for students, serving as site coordinator to manage the day-to-day operations of the Kids' Club afterschool and summer program and act as the lead direct care provider, and ensuring compliance with licensing requirements.

**Essential Responsibilities:**

- Oversee educational program development and ensure alignment with program goals and objectives
- Recruit and manage admission process of new students including follow-up, assessment and placement
- Recruit, train, supervise and support volunteer and staff tutors for Adult Education and Kids' Club
- Coordinate orientation, introductions and shadowing opportunities for volunteers
- Provide introductions and starting materials for students
- Build and maintain professional relationships with students, staff, volunteers, and community partners
- Teach classes and cover for other staff or volunteer classes when needed
- Communicate program activities, changes and cancellations to staff, volunteers and students
- Develop program curriculum and lesson plans based on student needs and work with staff and volunteer tutors to implement
- Conduct and report on scheduled 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 timesheets
- Understand licensing process and requirements for Kids' Club and ensure compliance
- Fulfill the duties of Site Coordinator for both Kids' Club afterschool and summer program
  - Supervise and manage all counselors and volunteers
  - Plan, prepare, implement and oversee all daily happenings including academic supports and activities that align with the program objectives and any specific grant requirements
  - Ensure effective communication between counselors and volunteers including but not limited to, facilitating de-briefing meetings at the end of each day

- Submit documents and attend trainings related to licensing process through the Department of Early Education & Care (EEC)
- Assist with efforts to ensure financial stability for programs
- Communicate with the Executive Director regarding significant program developments, concerns with students, children or families, challenges with staff or volunteers
- Attend relevant EEC director meetings, community events, networking events and speaking engagements which may be outside of normal business hours, including evenings and weekends
- Assist with agency and facility needs including, but not limited to, providing tours to donors and volunteers, answering phones and door, shopping, recruiting and coordinating volunteers for special projects
- Provide supervision and guidance on field trips
- Plan, prepare, implement and oversee activities (educational, recreational, social, etc.) that align with the program objectives and any specific grant requirements
- All other duties as assigned by the Executive Director

### **Qualifications & Requirements:**

- **Must** meet one of the following:
  - Have a bachelor's degree in a relevant field (as determined by EEC policy) **and** 6 months of supervised experience working with children ages 5-14
  - Have a bachelor's degree in any field **or** an Associate's degree in a relevant field **and** 9 months of supervised experience working with children ages 5-14
- 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
- Must exercise good judgement at all times and demonstrate an ability to handle emergency situations appropriately
- First Aid/AED/CPR certification required within 60 days of hire
- Strong proficiency in Microsoft Word, Excel, Gmail, and Google Drive 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
- Strong interpersonal and communication skills (verbal, written, presentation, and facilitation)
- Strong organizational and administrative skills
- 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

**Salary Range: \$50,000 - \$54,000**



Interested and qualified applicants should submit their cover letter, resume and application ([https://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2019\\_FINAL.pdf](https://grayhouse.org/wp-content/uploads/2014/09/Gray-House-Staff-Application-2019_FINAL.pdf)) to [employment@grayhouse.org](mailto:employment@grayhouse.org). **Applications will be accepted through May 16, 2025.**

As part of our commitment to our values of integrity, respect and excellence, The Gray House is an equal opportunity employer. All employees share in the responsibility for ensuring that these values are upheld. With this as a foundation, it is the Organization's policy to maintain a work environment free from discrimination based on race, color, sex, age, sexual orientation, gender identity or expression, religion/creed, national origin or ancestry, physical or mental disability, veteran status, marital status, citizenship status, results of genetic testing, pregnancy or conditions related to pregnancy, or any other factor protected by law. This policy applies to all aspects of employment and all employment decisions, including but not limited to recruitment, hiring, job assignment, training, compensation, performance reviews, promotions, discipline, termination, and access to benefits.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.