



Montgomery Education Foundation

Pre-K Program Director

Part-Time Position – Approximately 20 hours per week

Reports to the Executive Director

Minimum Qualifications:

- Early Childhood Education Degree or Elementary Education Degree with P-3 endorsement, or Child Development Degree with focus or experience in Early Childhood.
- 5+ years experience in Early Childhood Education
- Willingness to actively participate in ongoing professional learning and development

Job Description:

The Pre-K Program Director oversees and supports the Education Foundation's Pre-K support initiative. The initiative uses the Alabama First Class standards and guidelines for pre-k classrooms. The goals of the initiative are to:

1. Provide more children access to high quality pre-k programs.
2. Support and expand the diverse delivery of high quality pre-k programs in Montgomery County.
3. Create an Early Childhood professional learning community.
4. Create and foster partnerships within the early childhood community.

The initiative is currently supporting 22 classrooms within the Montgomery Public School System and up to 5 community based classrooms. All classrooms follow the First Class Standards and Guidelines.

Duties Include:

- Providing coaching and mentoring services to pre-k teachers regarding developmentally appropriate practices for 4 year olds.
- Assessing quality and progress of classrooms using standardized assessments.
- Making recommendations and/or modeling practices for each site to improve/enhance quality.
- Coordinating and planning with all partners, i.e. Head Start, Montgomery Public Schools, Success By Six and others.
- Maintaining positive, collaborative relationship with all partners.
- Planning training/professional development for partner agencies, pre-k staff and parents.
- Maintaining communication with teachers, directors, principals and authorized officials.
- Creating site visit reports and maintaining accurate files for each site.

In addition, duties will include working with Executive Director to implement new partnerships and opportunities as they are developed.

Resumes should be sent to:

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