



## **EXECUTIVE ASSISTANT JOB DESCRIPTION**

### **I. ORGANIZATION OVERVIEW**

**College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.**

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

**II. JOB TITLE:** Program Manager at Early Education  
**REPORTS TO:** Director of Early Education

### **III. POSITION OVERVIEW**

College Bound Dorchester offers four center-based programs for children between the ages of 2.9 and 6 years. Programs focus on school readiness, both socially and academically, and teach developmentally and age-appropriate curriculum that includes literacy, art and physical coordination. The position is responsible for all administrative, policy, reporting and planning activities related to the program. The Program Manager may also be required to provide occasional coverage in the classroom.

### **IV. DUTIES AND RESPONSIBILITIES**

#### Program Administration

- Assume responsibility for the daily operation of the preschool program;
- Act as liaison between the organization, the preschool staff, and the preschool families;
- Provide community outreach, becoming involved in relevant organizations and educational programs;

- Attend monthly managers meetings;
- Act as a liaison with community preschool programs by attending meetings and conferences as deemed appropriate;
- Maintain policies and procedures for program operation.

#### Program Operation

- Supervise registration and enrollment;
- Manage program data including class lists;
- Facilitate preparation for and implementation of parent teacher conferences;
- Plan school year calendar;
- Work with preschool council and staff on the assessment of playground needs;
- Develop work calendar and schedule for preschool office staff;
- Post and maintain a working calendar of program activities;
- Outline expectations for and monitor communications with parents.

#### Program Development

- Remain current on issues and trends in early childhood education;
- Oversee ongoing NAEYC accreditation;
- Encourage and provide opportunities for team building and staff collaboration;
- Provide a vision for program development and change;
- Implement strategies to recruit and maintain enrollment.

#### Budget Responsibilities

- Responsible for program budget;
- Identify resources to support budget responsibilities.

#### Program Supervision

- Supervision of staff responsibilities including but not limited to:
  - Program supply maintenance
  - Student records
  - Payroll
  - Tuition payments
  - Payables and Receivables
  - Book Program
  - School Pictures;
- Assure that monthly class newsletters are given to parents;
- Conduct monthly staff meetings;
- Arrange for teachers to complete necessary training;
- Evaluate teachers on an annual basis;
- Able to lead and motivate staff. Use good judgment about disciplinary actions and be able to coach staff when needed;



- Supervise implementation of licensing and safety procedures;
- Supervise implementation of program curriculum;
- Maintain staff records;
- Provide support for teachers;
- Maintain a visible presence to staff, students and preschool families.

#### **V. QUALIFICATIONS AND SKILLS**

- Bachelor's degree;
- 9 credit-bearing hours of college-level course work in administration, leadership or management;
- 24 credit-bearing hours of specialized college-level course work in early childhood education, child development, elementary education or early childhood special education;
- Excellent communication skills;
- Strong organizational skills;
- Ability to understand and manage the complexities of a preschool program;
- Ability to establish and maintain good interpersonal relationships with parents, children, and staff.

#### **VI. SALARY AND HOURS**

Full-time position; Salary commensurate with experience. Range: \$30-35K

**Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at [swaller@collegebounddorchester.org](mailto:swaller@collegebounddorchester.org) with subject line "EE Program Manager."**