



Lindsey's House Early Learning Center

Position: Program Director

About us:

Lindsey 's House was established in memory of Lindsey Kent-White A Philanthropist with deep seeded ties to the Greater Bridgeport Area. She was a hard worker who always had her doors open for friends, family, and strangers alike. It was Lindsey's dream to start a program to service women and children alongside her family. In her memory, the dream she once had is coming to fruition. At Lindsey's House we believe it takes a village to raise our children and early learning starts at home as parents are the first teachers. Our hope is to positively impact our children to promote early advancement and growth; our expectations are to exceed their needs.

Duties and responsibilities:

- Assure the functioning of all programs (early learning, youth, hybrid, before and after School, transportation, parent involvement, specialty services and special projects) within the context of partnership and collaboration with the community and the school board of education as well as the school readiness and other grant funding councils.
- Develop, maintain and nurture relationship with program and community leadership
- Coordinate other service provider programs, monitor quality of program and measures impact of program on participants. Hold providers accountable for quality.
- Recruits, hires and trains culturally competent Program administration and Direct Service staff
- Develops programs that aim to develop students academically, socially, mentally, and emotionally and ensure that programming is developmentally appropriate for the target groups.
- Assure that hours of operation and supervision in the program fulfill the basic principles of community school environment: extending school day, week and year for children, their families, and the community at large.
- Develop parental involvement within the program with dedicated activities in program, classes, events. Supervise Parent Liaison.

- Represent program at community meetings and events.
- Monitor program expenditures, sub-contractual program expenditures; liaisons with bookkeeper/ accounting staff and local grant funding boards. updates staff regarding budget monitoring and reports; submits requests for budget revisions as needed.
- Assist with or completes funding applications for supplemental project funds and grant funds and project renewals.
- Participates in agency-sponsored seminars and conferences to increase professional knowledge and skills.
- Other duties as necessary to in order to support the program operations and longevity.
- Keep accurate and concise records.
- Maintain knowledge of state, local and company policies for enrollment, attendance, tuition payment, subsidy and third-party enrollment and contracts.
- Prepare timely and accurate weekly and monthly reports.
- Approve and accurately employee time, attendance, and onboarding new employees.
- Maintains Enrollment and Attendance
- Conducts informative and professional tours.
- Familiarize parents with center policies.
- Maintain complete and up-to-date attendance files for all children, completing yearly updates of all child files in September.
- Register all parents and regular pick-up people in the program system, explaining policies for signing in and out and security measures.
- Develop and implement strategies to address any gaps in marketing and enrollment.

Job Type: Full-time

Salary: \$45,000.00 - \$60,000.00 per year

Benefits:

- 401(k)
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement

Schedule:

- 8.5 hour shift
- Overtime

Education:

- Bachelor's (Required)

Experience:

- Director: 2 years (Required)

Work Location: In person

Please send your resume to:

Stalita Rembert-Newby
Executive Director
Lindsey's House Early Learning Center
287 Kenyon Street, Stratford
Lindseyshouseelc@gmail.com