



## Education Director

The Education Director will be responsible for strengthening the academic instruction of Preston Taylor Ministries (PTM) that helps involved children to experience “joy-filled friendships”, to pursue their “God-inspired dreams”, and develop a “love for learning”. Embracing PTM’s Christ-centered mission, the Education Director, will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. He or she will do this by demonstrating a love for God that is evident in his or her lifestyle whether or not he or she is at PTM.

Job Title:	Education Director	Supervisor	Chief Program Officer
Location:	Several Locations	Position Type:	
Salary/Wage:	\$48,000	Exempt/Nonexempt:	Nonexempt
Benefits	Partial Health/15 Days PTO	Posting Expires:	

## Roles and Responsibilities

- I. Directly supervise all K-8<sup>th</sup> grade reading and STEM teachers to facilitate excellent and consistent academic instruction and lead to fulfillment of PTM’s primary goal of student connectedness.
  - Direct reports include: all part-time reading and STEM teachers
  - Ensure high-quality literacy instruction across all PTM sites
  - Ensure high-quality STEM instruction across all sites
  - Promote and provide for extra opportunities for academic development including field trips, reading camps, and showcases
  - Ensure all academic instruction is aligned with PTM’s mission, vision, core values, and core beliefs
  - Ensure that PTM conducts quarterly assessments for reading and STEM development
  - Lead in the measurement and documentation of student academic progress to both tell PTM stories to stakeholders as well as to strengthen program delivery
  
- II. Lead reading and STEM teachers to integrate PTM-wide themes and practices.
  - Help lead an annual PTM-wide retreat for elementary, middle, and high school students
  - Lead in the selection, purchasing, and training of all curriculum used in academic development
  - Help in the placement of all PTM students in appropriate levels for reading and STEM instruction
  - Assist in the academic program design and reporting for all academic grants
  
- III. Recruit, motivate, and develop a well-trained program staff.
  - Create and oversee the training program for all reading and STEM teachers to ensure opportunities for professional development and compliance with PTM training requirements
  - Assist in hiring process of reading and STEM teachers

- Help ensure meaningful placement of volunteers, interns, and LEAPers across all programs
- Help provide thoughtful staff and volunteer training
- Build relationships with existing and new community partners to increase student exposure to great opportunities

IV. Other tasks as assigned

## Qualifications and Education Requirements

Bachelor's Degree

4+ Years of Classroom Instruction or Equivalent

2+ years of experience working among a racially diverse (or racial minority) population of staff and youth in a similar setting (school, non-profit, church)

## Preferred Skills

Teacher Certification

## Additional Notes

This is a 40 hour per week position with some irregular scheduling. A typical week during the school year is Monday-Thursday from 9:00-6:00 with occasional weekend requirements. During the summer, a typical week is Monday-Friday from 8:30-4:30. Outside of programming hours, remote work is possible.

**Preston Taylor is an Equal Opportunity Employer**

**Women, minorities, and individuals with disabilities are encouraged to apply**