

Director of Education Programs

SMART Family Literacy

Company Description

SMART Family Literacy Inc.'s mission is to deliver active, innovative, and inclusive educational programs that integrate science, math, art, reading, and technology (SMART), enabling learners of all ages to achieve and thrive.

The literacy outreach organization is located in Galveston County, TX, with offices in La Marque and Galveston. This data-driven, innovative early childhood literacy organization gives 35,000 children's books annually to improve early childhood and family literacy. Hands-on activities to encourage physically active learning and heart health are included with reading. SMART's shared leadership team trains early childhood educators and connects pediatricians and family medicine doctors with opportunities to read in classrooms to children from 6 weeks to 5th grade.

Role Description

This is a full-time, family-friendly role as Director of Education Programs at SMART Family Literacy, Inc. This position is approximately 60% on-site and in-person, and 40% remote. The Director of Education Programs will be part of a shared leadership team. SMART leaders are an energetic and driven professional team responsible for building strong relationships with Galveston County and Texas State collaborators, working together to improve access to literacy for young children and their families. Included in this position are day-to-day tasks related to team and resource management, budgeting, community outreach, data and its analysis, informal event planning, implementing grant-funded projects, collaborative initiatives, and supervising other professionals. The SMART Team works to solve problems in early childhood education, including low kindergarten readiness and third-grade reading levels. Opportunities include training elementary school teachers, childcare providers, parents, and highly skilled volunteers.

Qualifications

- Relevant master's degree in early childhood or elementary education, or a related field
- Experience training groups of up to 30 adults
- Communication and Community Outreach skills

- Fluency in Spanish and English is preferred
- Research, data, and technology skills
- Strong organizational and leadership abilities
- Excellent interpersonal and presentation skills
- Ability to work both independently and collaboratively
- Knowledge of educational systems such as the Texas Education Agency, Child Care Regulation, and the Texas Early Childhood Professional Development System
- Willing to model healthy eating and physical activity for children and their adults
- Experience managing a team of professionals or teaching at the post-secondary level