



Director of Education

Position Summary:

The Director of Education oversees strategic planning, program implementation and monitoring of outcomes for the Education programs and departments.

Essential Functions:

- Inform policy decisions through participation in relevant committees through-out Marin County
- Supervise Youth Education Program Manager, ESL Manager and Administrative Assistant
- Create grant proposals and reports
- Build and maintain solid relationships with program partners
- Hire Up! And ESL staff
- Manage Program budgets
- Participate in Canal Alliance leadership activities

Other Responsibilities:

1. Other duties as assigned by the Chief Executive Officer

Education and Experience

- Bachelor's Degree in education or related field (Master's Degree or teaching credential preferred)
- Minimum 5 years teaching experience
- Minimum 3 year administrative/leadership experience
- Experience working with Latino, immigrant or low-income communities
- Experience working in a college-readiness or afterschool program (*preferred*)

Qualifications- Skills, Knowledge

- Bilingual/bicultural in Spanish and English (*required*)
- Knowledge of effective, evidence-based practices in curriculum & instruction, assessment & intervention, and parent engagement strategies
- Knowledge of minimum college entry requirements and college application process, and success factors for college completion
- Strong leadership and management skills
- Demonstrated ability to close achievement gaps

- Ability to collect, analyze and use data at the student as well as program level
- Ability to focus on results and inspire staff to do the same
- Ability to think strategically and creatively
- Ability to effectively communicate information both verbally and in writing
- Ability to take initiative and go beyond expectations in the assignment, task, or job description without being asked
- Ability to establish cooperative working relationships with staff, students, families and partners
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively
- Proficiency in Microsoft Word, Excel and Outlook

Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 16 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

Application Process

Please email your resume and cover letter to HR@canalalliance.org. Only electronic applications will be accepted. (Keep it green!) Please indicate "Director of Education – YOUR NAME" in the subject line of your email.