

Job Announcement

Little Hands, an established parent-cooperative and parent education program serving Bay Area families for over thirty years, is seeking a Director/Teacher.

Position

This is a full-time salaried position. The Director/Teacher manages the day-to-day and long-term needs of the school. In addition, the Director/Teacher teaches a minimum of one class per year.

Qualifications

- Valid Teaching Credential (including Adult Education) issued by the California Department of Education
- Degree in Administration or equivalent experience
- Proven leadership and communication skills
- Demonstrated ability to effectively supervise staff
- Demonstrated ability to manage multiple and concurrent tasks
- Excellent interpersonal skills
- Previous experience in a co-op or volunteer organization

Primary Duties and Responsibilities of the Director/Teacher include:

- Manages day-to-day and long-term logistics of the school
- Provides support and guidance to the Board of Directors
- Supervises a staff of four part-time employees and four teachers
- Coordinates development and implementation of curriculum
- Serves as liaison between Board of Directors and multiple stake-holders including staff, parents, the Sequoia Adult School and the school's landlord (the Church of the Good Shepherd)
- Serves as representative of the school to current families, alumni and the community at large

Please send letter of application, resume and at least two references no later than **February 10, 2012** to:

Little Hands
P.O. Box 675
Belmont, CA 94002
Attn: Hiring Committee

Or email to: admin@littlehands.org

To find out more about Little Hands visit our website at: www.littlehands.org
A more detailed job description is available. Please email: admin@littlehands.org