



## Executive Director

**Reports to:** Board of Directors  
**Department:** Administration  
**Pay level:** \$28,000 DOE, plus benefits  
[www.littlefrenchschool.org](http://www.littlefrenchschool.org)

**Approved by:** Board of Directors  
**Classification:** Exempt  
**Effective Date:** November 2015

### Job Summary:

*To provide leadership for The Little French School on site and within the community, supporting and supervising its staff, students and families. To ensure an exemplary educational experience for students, including developing age-appropriate competency in French and school-readiness.*

### Job Responsibilities:

1. **Management.** Provide leadership for and day-to-day supervision of LFS staff and volunteers. Activities include hiring, managing performance expectations, conducting performance and salary reviews, coaching, scheduling, and disciplinary action. Insure that all educators have the resources they need to be effective in their roles. Provide training opportunities for staff to enhance their skills.
2. **Marketing & Fundraising.** Develop and implement marketing plan to increase awareness of LFS in the community and maintain enrollment to meet budgetary demands. Coordinate school events for students and parents that promote school achievements, share French language and culture, and enhance relationships between families. Apply for or write grants increasing school funding when appropriate. Work closely with the Board of Directors to lead fundraising activities that enhance the school's ability to provide educational activities to students.
3. **Spokesperson.** Be the primary spokesperson for LFS, including media inquiries, public speaking opportunities, and meeting with current and prospective families. Maintain regular and timely communication with parents, students, and teachers. Make contact with community representatives that can help share the benefits of LFS.
4. **Benefits.** Maintain benefit programs, including selection of benefit providers, enrollments, providing educational materials, billing, terminations, and other day-to-day administration. Insure that invoices for benefits are accurate and paid in a timely manner.
5. **Compliance.** Maintain compliance with all relevant city, state, and federal laws, including social service requirements. Insure that LFS maintains licensure. Comply with all IRS requirements for 501(c)(3) allowable activities. Maintain state certifications and codes.
6. **Maintain Non-profit Status.** Maintain all records and follow procedures to maintain 501(c)(3) status including 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code submissions and annual 990 IRS Tax filings.
7. **Board Liaison.** Acts as the primary liaison to the LFS Executive Board. Reports on staffing, budget and enrollment issues.
8. **Facilities Management.** Maintain relationship with building landlords, coordinate lease arrangements as needed. Ensure that all properties are maintained for professionalism, cleanliness, and safety.
9. **Risk Management and Insurance.** Maintain operational compliance with property/casualty, workers compensation, and other relevant insurance policies. Conduct periodic review of policies in consultation with agents, consult Board of Directors regarding revisions to policies as needed.
10. **Accounting.** Responsible for on-site basic accounting activities such as invoicing parents, receipt of tuition, maintenance of expense checkbook, distribution of payroll, and paying bills. Work closely with accountant to maintain monthly and annual records, payroll taxes and required filings, etc. Ensure that Board of Directors receives accurate monthly balance sheet and income statement reports from the accountant.
11. **Supplemental Program Management.** Coordinate supplemental programs such as dance and music and the summer program. Ensure that programs provide for 12-month educational experience.
12. **General Office Administration.** Perform day-to-day administration tasks for maintenance of operations. Includes tracking attendance, payroll, purchasing, answering phone calls and emails, maintaining office equipment, etc.
13. **Educational Support.** Provide additional support in classrooms as needed, including filling in for teachers with absences if necessary.
14. **Other Duties as Required.** Monitor program needs and be prepared to address them or delegate as needed to ensure smooth operation of the program. Grant writing as needed to support fundraising efforts.

### Job Expectations:

1. Support the French immersion program by speaking conversational level French with teachers, volunteers, and students as appropriate.
2. Stay abreast of current trends in education as well as applicable laws and regulations.
3. Maintain a professional network with other similar school administrators. Attend preschool director association meetings.
4. Follow all school policies and act as a role model to others.
5. Maintain the highest level of confidentiality regarding sensitive school information and information about our students and families. Respect the privacy of families.
6. Utilize entrepreneurial thinking to develop and implement plans that further the success of LFS.
7. Prioritize and organize workload of self and others to ensure all work is completed in a professional and timely manner.

### Minimum Qualifications:

In compliance with Office of Child Care regulations, The Director must be at least 21 years of age and have at least one year of training and/or experience in the management and supervision of adults, AND have knowledge of child development for the primary ages served in the center as evidenced by a combination of professional references, education, experience or training. Documentation of attaining at least step 9 in the Oregon Registry may also satisfy minimum requirements.

### Desired Qualifications:

- ❖ Two or more years of similar or related experience, including management responsibilities within a non-profit organization.
- ❖ Fluency in French strongly preferred; basic conversational French or willingness to acquire it required.
- ❖ Bachelor's degree or equivalent in education, business, or a related field strongly preferred.

### Physical Demands and Work Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical Demands: While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
- Work Environment: The noise level in the work environment is usually moderate.
- Work Hours: Expected 35 hours per week, salaried position. This job can typically be done within a Monday through Friday schedule; however, based on events going on there will be times when evening and weekend work is required with little or no notice.

I have reviewed the above job description, and I state that I am able to perform the major duties and responsibilities as listed on the job description, either with or without reasonable accommodation.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Contact:

For more information, please visit the school's website at [www.littlefrenchschool.org](http://www.littlefrenchschool.org), or email the hiring committee at [LFSHiring@gmail.com](mailto:LFSHiring@gmail.com). To apply, please send cover letter, resumé (including 3 references) and 3 letters of recommendation to [LFSHiring@gmail.com](mailto:LFSHiring@gmail.com). Applicants may also send via mail to:

The Little French School  
Attn: Hiring Committee  
1717 City View St., # 5  
Eugene, OR 97402.