



Assistant Director of Education – Job Description

Position Summary

The Assistant Director of Education serves as the second-in-command within the Education department, supporting the Director of Education in the daily management, implementation, compliance, and overall quality of the organization's afterschool, summer, and expanded youth education programs now serving students from elementary school through high school.

In addition to day-to-day program management, this role serves as the primary backup to the Director of Education. The Assistant Director is expected to be prepared to step in and lead departmental operations, staff, and decision-making when the Director is unavailable. As the Education department grows and modernizes, the Assistant Director will take a hands-on role in helping to build, shape, and strengthen both this position and the department's future direction.

This position provides direct supervision and support to the Site Coordinator and contracted program staff while ensuring programming is organized, compliant, engaging, and aligned with organizational and grant requirements across all age groups served from young children to young adults.

The Assistant Director of Education will maintain a consistent presence at both school sites and the main office and will serve as a key point of contact between program staff, contractors, families, and the Director of Education.

The ideal candidate is a flexible, hands-on leader who is ready to roll up their sleeves and get involved at every level of the program. They are self-starters who thrive in a collaborative, team-oriented environment, bring a genuine passion for education, and are committed to serving students across a wide age range from young children through young adults. This is an evolving role built for someone who wants to help develop the Education department and bring it into its next chapter.

Key Responsibilities

Leadership & Director Support

- Serve as a trusted second-in-command to the Director of Education, stepping in to lead departmental operations, staff, and day-to-day decision-making in the Director's absence.
- Partner with the Director of Education to develop, refine, and strengthen this role as the Education department expands and evolves.
- Take initiative to identify opportunities for improvement and bring forward ideas that help modernize, grow, and future-proof the department's programming and impact.
- Help lead the department's expansion of services from elementary through high school, ensuring programming is thoughtfully designed and appropriate for each age group served.
- Model a flexible, hands-on, and collaborative leadership style that supports a positive, accountable team culture.
- Represent the Director of Education and the Education department professionally with staff, families, contractors, school personnel, and community partners when needed.

Program Management & Site Operations

- Support the Director of Education in overseeing the day-to-day operations of the afterschool, summer, and expanded programs serving students from elementary through high school.



- Directly supervise and manage the Site Coordinator, including providing guidance, feedback, accountability, and ongoing support.
- Maintain regular communication with the Director of Education regarding program operations, staffing, student concerns, compliance matters, and emerging needs.
- Maintain an active presence at program sites to ensure programming is running effectively and organizational expectations are being followed.
- Assist with program schedules, student activities, staffing coverage, special events, and other operational needs across all age groups.
- Identify potential program challenges and communicate concerns to the Director of Education in a timely manner.
- Ensure program spaces are safe, organized, appropriately supplied, and developmentally appropriate for the range of ages served.

Grant & Program Compliance

- Ensure all afterschool and summer programming remain compliant with applicable grant requirements, organizational policies, and program standards.
- Maintain accurate and complete student enrollment and compliance documentation for students across all grade levels.
- Ensure required student paperwork is collected, updated, properly stored, and readily available, including:
 - Emergency contact information
 - Allergy and medical information
 - Parent/guardian authorizations
 - DCF-required forms
 - Enrollment and participation documentation
 - Other grant or organizational compliance documents
- Maintain accurate student records and enrollment information in Trust Central.
- Assist with grant monitoring, reporting, documentation reviews, audits, and site visits as requested.
- Immediately communicate compliance concerns or missing documentation to the Director of Education.

Curriculum & Program Quality

- Coordinate the implementation of approved educational and enrichment curriculum for students across all grade levels, from elementary through high school, throughout the school year and summer.
- Ensure curriculum is age-appropriate and differentiated to meet the needs of younger children as well as older youth including academic support, enrichment, and college- and career-readiness opportunities for high school students.
- Ensure curriculum plans are complete, organized, and submitted to the Director of Education for review and approval prior to implementation.
- Monitor curriculum implementation at program sites and ensure activities align with approved program goals.
- Oversee implementation of the SPARK Fitness curriculum and ensure staff have the appropriate materials and resources needed to deliver the program.



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- Oversee information regarding programming, schedules, events, forms, deadlines, and program expectations.

Staff Support & Communication

- Provide consistent support to site-based employees and contracted staff.
- Help ensure staff understand daily expectations, program procedures, student needs, safety requirements, and organizational policies.
- Facilitate clear communication between school-site staff, contractors, the main office, and the Director of Education.
- Assist with staff onboarding, program orientation, training, and implementation of new procedures as needed.
- Help build a positive, accountable, and collaborative program culture.
- Escalate significant personnel, safety, compliance, or operational concerns to the Director of Education promptly.

Schedule & Work Environment

During the school year, the regular schedule for this position is Monday through Friday from 10:00 AM to 6:00 PM.

During the summer program, the anticipated schedule is Monday through Friday from approximately 8:30 AM to 4:30 PM. Summer hours are tentative and may be adjusted based on program needs.

This position requires work from both the organization's main office and assigned school/program sites. The Assistant Director of Education should expect regular travel between locations throughout the workweek.

Reliable transportation is required. Mileage associated with routine travel between program sites and the main office is not reimbursed.

Occasional schedule adjustments may be required for quarterly family events, special programs, training, meetings, or other program-related activities.

Qualifications

Required

- Flexible, hands-on leadership style with a willingness to roll up their sleeves and support all aspects of programming.
- Self-starter who takes initiative and works effectively both independently and as part of a collaborative team.
- Ability to step into a leadership role and support or act on behalf of the Director of Education when needed.
- Strong organizational and time-management skills with the ability to manage multiple responsibilities, sites, and age groups simultaneously.
- Experience working with children, youth, families, education programs, afterschool programs, summer programs, or a related setting.
- Experience supervising, coordinating, or supporting employees, contractors, volunteers, or program staff.
- Ability to work effectively at multiple locations.
- Ability to maintain confidentiality and appropriately handle student and family information.



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Education

- Bachelor's degree in education, Child Development, Youth Development, Social Work
- Experience serving or programming for both younger children and teens/young adults.
- Previous experience in afterschool, out-of-school-time, summer learning, youth development, or nonprofit educational programming.
- Experience supporting program growth, expansion, or new program development.
- College- and career-readiness or workforce development experience (a plus for high school programming).
- Experience with grant-funded programs and grant compliance.
- Familiarity with DCF documentation or regulations related to youth-serving programs.
- Experience managing student databases, enrollment systems, or Trust Central.
- Experience reviewing contractor invoices, program budgets, or service documentation.
- Experience implementing structured curriculum or physical fitness/enrichment programs.