

UNION SETTLEMENT

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has over 400 dedicated full-time and part-time employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Assistant Director of Early Childhood Education

Department: Early Childhood Education

Reports to: Director of Early Childhood Education

Hours: Full-Time

FLSA: Exempt

Position Summary:

The Assistant Director of Early Childhood Education serves as an integral part of the Early Childhood management team, and is responsible for overseeing daily operations of the early childhood department. The Assistant Director of Early Childhood Education ensures all statutory and regulatory requirements are met and all required licenses are up to date for Union Settlement's Early Childcare Facilities. Additionally, the Assistant Director of Early Childhood Education develops and maintains quality standards of early childhood education designed to meet the educational, emotional, physical, and social needs of individual children.

Responsibilities:

- Overall management for licensing of all seven ECE centers
- Ensures that each center possesses up to date and appropriate licensure (including DOH site licenses, FDNY regulations).
- Coordinate with Leadership and staff to maintain corrective action plans and develop quality improvement strategies
- Ensuring site coverage (including kitchen, maintenance, and director staff)
- Providing written procedures and documentation formats for quality assurance tasks, and establishing standard operation procedures in accordance with ACS and Head Start regulations
- Able to use ACS' Web Enrollment System to run reports and track data and trends
- Able to use Teaching Strategies Gold to run child outcome reports and track data and trends
- Manage and run annual Program Information Reports (PIR)
- Assist program staff in meeting Federal, State and local code and regulations and accrediting body standards (Including ACS, Head Start, and CACFP)

- Ensure compliance with ERSEA (policies regarding Eligibility, Recruitment, Selection, Enrollment and Attendance) in Head Start in accordance with Head Start Performance Standards.
- Prepare Monthly, Quarterly and Annual Reports for Leadership to review
- Coordinate with Leadership and staff to maintain corrective action plans and develop quality improvement strategies
- Collect and track Incidents that occur across all 7 sites and manage incident review committees
- Provide direct oversight of DAPC and all of it's functions (including but not limited to parent elections, DAPC meeting requirements, and DAPC By-Laws)
- Other tasks as assigned

Qualifications:

- Master's degree in Early Childhood Education or Education
- Minimum of five years' experience in EC management
- NYS Teachers Certification
- Demonstrated knowledge of Early Learn
- Demonstrated knowledge of UPK
- Demonstrated knowledge of CACFP
- Demonstrated knowledge of Head Start Performance Standards Bilingual (English/Spanish) preferred.
- Excellent organizational ability and interpersonal skills.
- Strong leadership, supervisory, and training skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

To Apply:

Please send Cover Letter, Resume, and References to: jobs@unionsettlement.org. Please indicate Assistant Director of Early Childhood Education in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER