

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Position: Director of Early Childhood Education
Department: Early Childhood Education
Reports to: Executive Director and Associate Executive Director
Hours: Full-time
FLSA: Exempt

Position Summary:

The Director of Early Childhood Education is responsible for overseeing all the operational and program activities of Union Settlement's Early Childhood Education program. The Early Childhood Education program consists of seven early childhood education/Head Start centers, as well as a Family Early childhood education Network and a separate Asthma Initiative program. The Director must have significant experience in Early Childhood Education and the ability to oversee and manage a large, diverse high-quality education program. The Director is a member of the agency's senior management team and must be a strong, hands-on manager, with the ability to manage approximately 10 direct reports and oversee a program with approximately 130 employees.

Responsibilities:

- Oversee the day-to-day operations of the Early Childhood Education program to ensure that all program services are of the highest quality.
- Coordinate and supervise the efforts of early childhood staff in developing and maintaining all program components, including education, health, nutrition, social services, parent involvement, mental health, and disabilities.
- Maintain sound financial management over all early childhood program budgets, as well as helping site directors manage their program budgets and ensure timely collection of parent fees.
- Represent the agency and maintain strong working relationships with the Administration of Children's Services (ACS), NYC Department of Education (DOE) and other government agencies, day care and Head Start employees' unions, and other community and city-wide organizations.
- Review the current program model and develop strategies to ensure full enrollment in all early childhood education/Head Start centers and the Family Early childhood education Network.
- Collaborate with and guide the Delegate Agency Policy Committee (DAPC) of Union Settlement, including recommending new hires and facilitating elections to the DAPC.
- Collaborate with the CFO and Director of Development in managing and identifying additional funding sources and responding to requests for proposals.

- Ensure all statutory and regulatory requirements are met and all required licenses are up to date.
- Define, measure, and evaluate program performance data.
- Create continuous improvement based on performance data.
- Train, supervise and motivate others to engage in appropriate performance management activities.
- Evaluate staff performance and identify areas of training needed. Collaborate with internal departments and external agencies to facilitate training.
- Ensure all Early Childhood Education employees are trained regularly to meet compliance regulations.
- Provide oversight and management of East Harlem Community Partnership Program (EHCPP).
- Participate in the planning of Union Settlement events, including Staff Recognition, Ethnic Festival and other agency initiatives.
- Additional duties as assigned by the Executive Director and Associate Executive Director.

Qualifications:

- Master's Degree in Early Childhood Education or Education.
- New York State Teacher Certification in B-2, or equivalent.
- Ten years of management experience, preferred.
- Significant experience in early childhood education, with a demonstrated track record of success.
- Comprehensive knowledge of New York City's Early Learn program.
- Comprehensive knowledge of Head Start Performance Standards, NYC Department of Health and Mental Hygiene (DOHMH) Article 47 and NYC DOE Universal Pre-K regulations.
- ACS Web Enrollment System (WES) management as a Super User, preferred.
- A clear understanding of the East Harlem community's early childhood education needs, as well as issues affecting early childhood education services.
- Ability to undertake and complete multiple tasks at the same time.
- Excellent verbal and written communication skills.
- Ability to listen to and address parent concerns with care and compassion.
- Excellent analytical and organizational skills.
- Unquestioned personal and professional integrity.
- Innovative and analytic problem-solving abilities.
- A dedicated work ethic.
- Familiarity and experience with the Creative Curriculum strongly preferred but not required.
- Bilingual English/Spanish strongly preferred but not required.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: jobs@unionsettlement.org
Please indicate Director of Early Childhood Education in subject of e-mail.

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