

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Assistant Director of Early Childhood Education

**Department:** Early Childhood Education

**Reports to:** Director of Early Childhood Education

**Hours:** Full-Time

### **Position Summary:**

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

### **Responsibilities:**

- As the Assistant Director of Early Childhood Education, overall management of all licensing for Union Settlement's seven child care centers.
- Ensuring each child care center possesses up-to-date and appropriate licensure. This includes site licenses, fire drill licenses, fire extinguisher updates, and ensuring that each site is properly maintained and repairs made in a timely manner.
- Maintaining documentation of each child care center's educational and recreational activities, as well as reviewing lesson plans and observing classroom activities.
- Providing written procedures and documentation formats for quality assurance tasks, and establishing standard operating procedures in accordance with Administration for Children's Services (ACS) and Head Start rules and regulations.
- Organizing and leading Agency Wide Interdisciplinary Team, Site Interdisciplinary Team, prevention and early intervention health seminars, parent workshops, and staff training workshops.
- Monthly review of each child care center's operations, including children's records and files, enrollment, and Individualized Education Plans (IEP). This also includes monitoring employee training and evaluations, employee study plans, and employee medical exams.

- Collaborate with Disabilities Coordinator to check referrals for Committee for Pre-School Education (CPSE), review children's records for initial conferences, and maintain a schedule for class visits by the Disabilities Coordinator.
- Additional duties as assigned.

**Qualifications:**

- Master's Degree in Early Childhood Education or Education and five years experience in management.
- New York State Teacher Certification in B-2.
- Strong leadership and training skills.
- Demonstrated experience in obtaining and maintaining all necessary licenses to operate child care centers in New York City.
- Demonstrated experience in education, budgeting, and program development.
- Demonstrated experience with ACS rules and regulations, Child Care and Head Start regulations, the Child and Adult Care Food Program (CACFP), and Department of Health permit process.
- Demonstrated knowledge of Creative Curriculum.
- Demonstrated knowledge of Head Start performance standards.
- Excellent organizational ability and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.
- Bilingual English/Spanish 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: [hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate Assistant Director of Early Childhood Education in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**