



EMPLOYMENT OPPORTUNITY

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

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 five day care centers and two Head Start centers, as well as a Family Child Care Network and a separate Asthma Initiative program. The Director must have significant experience in the 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 7 direct reports and oversee a program with approximately 120 employees.

Responsibilities include:

- Overseeing the day-to-day operations of the Early Childhood Education program
- Coordinating and supervising 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
- Ensuring that all program services are of the highest quality
- Maintaining 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
- Representing the agency and building strong working relationships with the Administration of Children's Services (ACS), other government agencies, child care and Head Start employees' unions, and other community and city-wide organizations
- Reviewing the current program model and developing strategies to ensure full enrollment in all day care and Head Start centers

- Collaborating with and guiding the Delegate Agency Policy Committee (DAPC) of Union Settlement, including recommending new hires and facilitating elections to the DAPC
- Collaborating with the CFO and Director of Development in managing and identifying additional funding sources and responding to request for proposals
- Ensuring all statutory and regulatory requirements are met and all required licenses are up to date
- Ensuring all Early Childhood Education employees are trained regularly to meet compliance regulations
- Undertaking additional duties as assigned

Qualifications:

The ideal Director of Early Childhood Education candidate will have the following qualifications:

- Master's Degree in Early Childhood Education or Education
- New York State Teacher Certification in B-2
- At least 10 years of management experience
- Significant experience in early childhood education, with a demonstrated track record of success
- Comprehensive knowledge of New York City's Early Learn Contract
- Comprehensive knowledge of Head Start and child care regulations and requirements, including but not limited to ACS recordkeeping and reporting requirements
- A clear understanding of the East Harlem community's child care needs, as well as issues affecting child care 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
- Excellent management abilities
- Unquestioned personal and professional integrity
- Innovative and analytic problem-solving abilities
- A dedicated work ethic
- Familiarity and experience with the High Scope 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: hr@unionsettlement.org
Please indicate Director of Early Childhood Education in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER