

# 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:** Network Director – Family Child Care Network  
**Department:** Early Childhood Education  
**Reports to:** Deputy Director of Early Childhood Education  
**Hours:** Full-Time  
**FLSA:** Exempt

### Position Summary:

The Network Director serves as an integral part of the management team, and is responsible for overseeing daily operations of the Family Child Care Network Program in our Early Childhood Education Department. The Network Director ensures all statutory and regulatory requirements are met and all required licenses are up to date. Additionally, the Network Director develop and maintains quality standards of Early Childhood Education designed to meet the educational, emotional, physical, and social needs of individual children. The Network Director will supervise a team of eleven (11) comprised of Health and Safety Monitors, Family Assistants, Education Specialist, Education Director and Administrative Assistant.

### Responsibilities:

- Manages all licensing for the Family Child Care Network.
- Ensures that each provider home possesses up to date and appropriate licensure (including Department of Health site licenses and Fire Department of New York regulations).
- Ensures that providers possess need qualifications as specified in Division of Early Childhood Education (DECE) contract.
- Provides written procedures and documentation formats for quality assurance tasks, and establishes standard operation procedures in accordance with Division of Early Childhood Education (DECE) and Department of Health and Mental Hygiene (DOHMH) regulations.
- Responsible for coordinating group events. Oversees and coordinates the purchase of supplies and materials for all home events and activities in accordance to regulating agencies policies and procedures.
- Facilitates and documents parent and staff communications.
- Utilizes HRA Web Enrollment System to run reports, track data and trends.
- Utilizes Teaching Strategies Gold to run child outcome report, and track data and trends.
- Manages and creates professional development plans for all employees.

- Assists program staff in meeting Federal, State, and local code and regulations and accrediting body standards for regulating agencies.
- Prepares monthly, quarterly, and annual reports for Leadership to review.
- Coordinates with Leadership and staff to maintain corrective action plans and develop quality improvement strategies.
- Manages and track incidents that occur across the network.
- Additional projects and tasks as assigned by supervisor.

**Qualifications:**

- Master's Degree in Early Childhood Education or Social Work.
- Minimum of five years' experience in management.
- Demonstrated knowledge of Child and Adult Care Food Program (CACFP).
- Strong knowledge of Early Childhood Education best practices.
- 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, Writing Samples, References, and Salary Requirements to: [earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org). Please indicate *Network Director – Family Child Care Network* in subject of e-mail.

**UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER**