LA CASA DE DON PEDRO
EMPOWER AND REVITALIZE

JOB POSTING

JOB TITLE: HS/EHS Center Director
DIVISION/OFFICE: Early Childhood Development Division
EMPLOYMENT TYPE: Full-time
REPORTS TO: Deputy Director of Education/Disability Services & Division Director
LOCATION: 75 Park Ave. Newark NJ, 07104
FLSA STATUS: Exempt
SOC CODE: 11-9031
COMPENSATION: Competitive Salary

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

- The Center Director is responsible for the daily operations of the Head Start/Early Head Start Center. This individual works collaboratively with each content area Deputy Director to implement HS/EHS Performance Standard and to ensure that La Casa is in compliance with Federal, state and local regulations.

RESPONSIBILITY AND DUTIES:

- Creates a safe and healthy environment that promotes high quality comprehensive services to children and families
- Interview, hire, train, mentor/coach, monitor, provide feedback and evaluate staff performance with input from content area Deputy Directors
- Promotes staff development by using reflective supervision and performance appraisal system to assess staff skills and interest, establishing professional development goals and plan, and monitor progress bi-annually.
- Helps staff advance program quality by supporting them in linking current research, resources, and program data(e.g., ESI-R, GOLD Assessment, ITERS, ECERS, ASQ, ASQ-SE, PCMI, SELA) to their practice and by discussing program quality issues and ways to advance practice to assist dual language learners
- Assists teachers in understanding and interpreting child observation data to establish individual child goals based on knowledge of child development
- Participates in the development of La Casa's school Readiness Goals for children ages birth to five
- Improves efficiency and effectiveness by using technology to enhance and/or create systems to share and track information about services delivery (e.g., Programs for Parents Revenue and DOA Reimbursement Reports, in-kind services and donations)
- Enhances and/or expands services through partnerships by using data to identify service gaps, and participating in the development of detailed written agreements or work scopes. (Head Start, Programs for Parents, NPS)
- Works collaborative with other Deputy Directors, Policy Council, Parent Committees, Parents, Community Agency, and other local and state institutions by sharing data, problem solving, acting on recommendations, and/or implementing plans, policies, and procedures agreed upon by all
- Supports La Casa's Philosophy, Head Start performance Standards and Parent/advisory committee recommendations by informing all about programs plans and policies, HSPS and requirements and by providing staff, parents and community members with accurate and timely information.
- Encourages families' engagement in program decision making by ensuring that families are informed about decision-making opportunities and by supporting them as the first educator of their children through the use of home-school connection activities
- Develops meaningful and realistic program plans by analyzing results from the previous year's program improvements efforts through multiple data resources (e.g., Community Assessment, Program Self-assessment, Program Information Reports, Performance Appraisal, Monitoring Reports, ITERS, ECERS, ESI-R, ASQ-R, ASQ-SE, GOLD Assessment, PCMI, SELA) to identify program, child and family outcomes to share with stakeholders
- Executes programs' plan by implementing policies, procedures, protocols, and schedules that ensure full compliance in all content areas meet to federal, state, and local agencies requirements by maintaining accurate, objective, complete, timely and well organized child, family, and program records
- Designs and leads an annual self-assessment by engaging staff, specialist, families, and community members in examining programs operations
- Ensures that all staff follows protocols when communicating with staff, families, policy council, parent committee and community members
- Employs a culturally competent and flexible approach when working with various cultures by acknowledging, accepting, and accommodating differences.
- Promotes a collaborative, multicultural productive working environment by following established protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolutions and negotiations skills when needed
- Establishes and maintains external professional relationships by participating as member of community, state or national professional organizations
- Administers and observes the organizations office operations, policies and procedures
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Volunteerism is encouraged during La Casa's sponsored events
- Other duties may be assigned to meet business needs

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- BA/MS in Early childhood Education, Social Services, Psychology or related field, five years supervisory experience in Multi-cultural environment and Head Start/Early Head Start experience (preferred)
- Bi-lingual (English/Spanish/French/Creole/Portuguese)
- Good interpersonal, written and verbal communication skills
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Outlook and Internet
- Must be detailed oriented and able to multitask
- Ability to take initiative, work independently and work in a team environment
- Must be able to work in a fast-paced environment
- Ability to carry oneself professionally
- Professional business attire is required
- This is largely a sedentary role: however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary*

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- Monday – Friday, 9:00am – 5:30 pm (Schedule may vary according to meet Early Childhood Development needs)

TO APPLY:

- Please email your resume with cover letter to: **ecdrecruiting@lacasanwk.org** Only candidates being considered for an interview will be contacted. D
  Open Date: January 24, 2017 **Closing Date:** February 28, 2017

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasanwk.org