

# JOB ANNOUNCEMENT

## Center Director (\$55,000-\$65,000)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, salary** position with a generous benefits package? If so, look no further!

We're currently searching for someone who **is able to supervise the teaching staff, multitask in a fast paced environment, truly enjoys working with children and families**, is passionate about serving the Newark community, and is able to work at our **39 Broadway** location.

Apply now so you can become part of our ever growing organization.

### KEY DUTIES:

- Adhere to and meet the requirements, expectations and deadlines for program services for all children and their families at the assigned center.
- Ensure healthy and safe conditions of the center environment inclusive of the classrooms, outdoor areas, ancillary and common areas.
- Plan, develop, and implement the educational program, ensures daily operations of the center from opening to closing with planning, scheduling organizing, managing and overseeing all center activities and staff functions.
- Mentors and trains all instructional staff in Creative Curriculum, inclusive of its philosophy, principles, policies procedures and documentation, so as to provide guidance, monitor, assess and support learning as well as conduct a review of children files to identify needs and ensure discernable application and progress.
- Support and encourage staff implementation and participation as well as supervise, oversee and assess the implementation and performance by the instructional staff, Family Workers / Advocates and the other program personnel in the delivery of the comprehensive programs and services.

*La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[Ecdrecruiting@lacasanwk.org](mailto:Ecdrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Bachelor's and or Master's Degree in Early Childhood Education or related field

NJ State Teacher Certification

Minimum of 2 years of supervisory experience

Experience with children ages 0-5 yrs old

### SCHEDULE:

Monday – Friday

8:15am – 4:15pm

*Schedule may vary accordingly to meet division's needs*