

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.

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.
- Monitor the implementation of the educational program, ensures daily operations of the center from opening to closing, managing and overseeing all center activities and staff functions.
- Mentors and ensures training for all instructional staff in Creative Curriculum, and Teaching Strategies GOLD inclusive of its philosophy, principles, policies procedures and documentation, to ensure children's developmental assessments are completed accordingly.
- Monitor program eligibility compliance conducting reviews of children files to identify needs and ensure all appropriate documents are obtained.
- Support, encourage as well as supervise all staff. Evaluate the implementation and performance in the delivery of the 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

HOW TO APPLY:

Email your cover letter and resume to

wmelendez@lacasanwk.org

Only candidates being considered for an interview will be contacted

QUALIFICATIONS:

Must be fully COVID-19 Vaccinated by the first day of the work

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

NJ State Teacher Certification Preferable

Minimum 2 yrs of supervisory experience

Experience with children ages 0-5 yrs old and familiar with Head Start program

SCHEDULE:

Monday – Friday

8:00am– 4:00pm

Schedule may vary accordingly to meet division's needs