

JOB ANNOUNCEMENT

Education Manager (\$65,000 - \$72,000)

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 motivated to improve the education of young children, wants to make a difference in teaching and learning**, is passionate about serving the Newark community, and is able to work at our **221 Broad Street** location.

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

KEY DUTIES:

- Overseeing, directing and managing curriculum implementation, policies/procedures and tools across the Early Childhood Education Division, serving over 700 children and families to ensure all children transition out of our early childhood programs Kindergarten-ready.
- Leads and initiates writing School Readiness Goals with a committee consisting of center directors, central & divisional leadership teams, Policy Council and the Division Director.
- Building a culture across sites that develops and maintains high-quality, safe and nurturing environments where children develop trusting and accepting relationships with adults and peers that foster growth and development.
- Works with center directors and teachers to implement the child assessment system (TSG), including understanding child outcome data and using student assessment to plan and prepare appropriate individualized learning plans.
- Conducts regular site visits to monitor and assess the performance of the programs in the classroom, center and the overall program.
- Provides evaluations with Individual Improvement Plan for Center Directors on an on-going basis.

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

mramirez@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 Teaching Certification required

Minimum of 5 years of supervisory experience in Head Start organization with children 0-5 years old

SCHEDULE:

Monday – Friday

8:15 am – 4:15 pm

Schedule may vary accordingly to meet division's needs