



UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) builds upon its history as one of the long-standing settlement houses to provide holistic and integrated services to children, teens, adults, and seniors through programs in art, education, technology, and social services. USES is committed to its motto of “neighbors helping neighbors to grow and thrive” and works with its neighbors to be the living room of the community. Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

Early Childhood Education Director

General Description

United South End Settlements (USES) seeks an experienced Early Childhood Education (ECE) Director to provide oversight and leadership for the Early Childhood Education Program. The Director has overall responsibility for all operational, quality and financial aspects of the early childhood education program and must demonstrate excellence in leadership, communication and professionalism.

The center is a NAEYC-accredited and EEC licensed center that provides quality early childhood education to 62 children ranging from ages 3 months-5 years old. Employing an arts-enriched curriculum, the center seeks to bring children from diverse backgrounds together through a combination of subsidized, voucher and private pay seats.

The Director is responsible for ensuring relationships with Department of Early Education and Care and city regulatory agencies, parents, staff, and other USES programs, including an after-school program that serves children 5-12 years of age. This position reports to the Senior Director of Youth and Family Engagement, and is expected to work collaboratively with the Senior Director and other colleagues to build connections between USES programs and further the organizational mission. The position directly supervises Infant Teachers, the Lead Toddler Teacher and the Lead Preschool Teacher, and has overall responsibility for the entire team. The center operates 8:00-6:00pm and is located at 48 Rutland Street.

Organization Responsibilities

- Partner closely with the Senior Director of Youth and Family Engagement and other Program Directors to create more seamless transitions from the center into other USES youth programs
- Partner with the Senior Services and Workforce Readiness departments to capitalize on opportunities to better support low-income families
- Support the collection and use of data about children for continuous program improvement, including entering information into Efforts-to-Outcome (ETO) and other required databases.
- Support the collection and use of data about families in the early childhood education program for continuous program improvement

Ensuring Quality and Regulatory Compliance

- Ensure that the program maintains all of the required licenses and accreditation, including maintaining NAEYC accreditation and maintains relationship with DEEC
- Prepares the program for implementing improvements to increase the MA Dept. of Early Education and Care Quality Rating and Improvement System
- Maintain personnel and children files in compliance with both state and EEC regulations
- Assists teachers with weekly development and execution of the curriculum and program activities including field trips, and partners with our Children Art's Center Program Director on the integration of arts into the curriculum
- Assesses children's overall educational and social-emotional progress using field-endorsed assessment tools
- Assists teachers with behavior issues or concerns of the students, addresses parents' concerns/questions, and conducts parent and teacher conferences when needed
- Develops good communication with parents, including formal and informal methods to solicit feedback and communicate changes to the program. Disseminates monthly newsletters, program updates and important information
- Stay abreast of trends and implement research and best practices from the field
- Performs Monthly Fire Drills, and any other safety training according to state regulations
- Partners with USES' marketing department to develop new marketing materials to maintain enrollment and overall awareness of program

Financial

- Responsible for monitoring expenditures and financial reports to ensure adherence to program budget; prepares budget recommendations for new fiscal year
- Create and implement local marketing plan to drive enrollment. Director is responsible for maintaining enrollment goals.
- Oversees billing for tuition, as well as recording and submitting staff payroll documents
- Maintains administrative records such as receipts, bills and statements from vendors

Operations

- The ECE Director has responsibility for recruiting and hiring qualified teaching staff, interns and volunteers
- Oversees duties performed by the program operations staff, including enrollment, participant files for private, voucher and income eligible slots, monthly billing for CCCB, DEEC, and Child and Adult Care Food Program
- Orient new staff and develop, implement and coordinate staff development and staff training opportunities
- Enforces personnel policies that will ensure the highest possible standards of professional staffing; conducts staff evaluations
- Develops and maintains weekly staff schedules, tracks all vacation/scheduling changes. Maintains program records and waitlist, prepare reports, and assist in the preparation of funding proposals
- Supervise and regularly updates policies, procedures, and parent handbook
- Conducts tours for new families
- Responsible for ensuring incoming families are educated on and receive appropriate referrals made to other services and programs in USES and within the community at large

- Work with other USES staff to plan and implement agency wide workshops, celebrations, field trips and activities for children and families
- Participate in assigned agency meetings and related activities

QUALIFICATIONS

- Bachelor's degree or higher in Early Childhood Education
- DEEC Director II certified
- Minimum of 3-5 years management experience in an EEC licensed childcare facility, with supervisory experience
- Excellent organizational, communication, and managerial skills
- Experience in business/finance/marketing strongly preferred
- Energetic and positive attitude, with ability to engage in collaborative problem solving
- Interest in working holistically with families in a program where the philosophy and emphasis is on strong family involvement in all phases of the program
- Spanish or a second language preferred

PHYSICAL REQUIREMENTS (with or without accommodation)

- Must be able to kneel, crouch, reach, stand, walk, finger, grasp, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.

Compensation is commensurate with experience, with a competitive salary and benefit package.

To apply, please email resume and thoughtful cover letter to humanresources@uses.org. In the subject line, please specify “Director of Early Childhood Education” to which you are applying.

No phone calls, please.