



UNITED SOUTH END SETTLEMENTS

The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. We believe families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings.

USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. USES operates in three locations in the South End – Harriet Tubman House, South End House, and 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.

Director of Early Education and Out of School Time

United South End Settlements (USES) is seeking a full-time Director of Early Education and Out of School Time to join our growing team. This is an exciting time for USES as we are in the 2nd year of our strategic growth plan. The Director will have overall responsibility for our Early Childhood Education and Out of School Time (club48) programs, directly supervising an Assistant Director for each program and our STEAM and Arts Integration Coordinator.

The Director will be especially focused on ensuring compliance, program quality, financial management, evaluation, staff professional development and integration with other USES programs, initiatives and events. The newly created Assistant Directors will focus more on day-to-day operations and implementation.

The out of school time (club48) and the early education programs are EEC licensed. The early education program is a NAEYC-accredited center that provides quality early childhood education to 64 children ranging from ages 3 months-5 years old. The center operates 8:00am-6:00pm. We are a center that utilizes the Reggio Emilia philosophy and incorporates a rich arts integration and STEAM curriculum designed to help build young learners’ social emotional and motor skills. The center seeks to bring children from diverse backgrounds and has capacity for full pay and subsidized slots (40/60). Club48 serves 60 school-age children, focusing on social emotional skill development through enrichment activities, recreational and cultural opportunities, field trips and academic support. Club48 operates from 2-6pm during the school year and full day during BPS vacation weeks and the summer.

This position reports to the Vice President of Programs, and works collaboratively with the senior team including the President & CEO and other Directors and colleagues to build connections between USES programs and further the organizational mission. Both programs are located at 48 Rutland Street.

ORGANIZATIONAL RESPONSIBILITIES:

- Partner closely with the other Program Directors to capitalize on opportunities to better support low income families
- Participate in cross-program meetings and promote the engagement of families in multiple USES programs

- Support the collection and use of data about children and families in our after school program for continuous program improvement; complete monthly and quarterly program reports for the Vice President of Programs, the President & CEO and Board of Directors
- Work with other USES staff to plan and implement agency wide workshops, celebrations, field trips and activities for children and families
- Stay abreast of trends in the field, ensuring the Vice President of Programs and President & CEO is kept up to date.

ENSURING QUALITY OF CARE

- Guarantee that the program maintains all of the required licenses and accreditation, including maintaining NAEYC accreditation, DEEC license, and relationship with DEEC
- Prepare the program for implementing improvements to increase the MA Dept. of Early Education and Care Quality Rating and Improvement System
- Support Assistant Directors in developing curriculum and integrating new topics, including around STEAM, and ensuring curriculums implementation in weekly and monthly lesson plans.
- Assess children's overall educational and social-emotional progress using field-endorsed assessment tools and use data for program improvement
- Ensure continued learning and professional development plans for staff that meet program objectives and individual growth goals.
- Responsible for parent satisfaction and communication, including monthly communications, open houses, supporting Assistant Directors in orienting new families and addressing parents' concerns/questions, and other formal and informal methods to solicit feedback; serve as liaison to parent group Friends of USES Kids.
- Support Assistant Directors and teachers with behavior issues or concerns about the students
- Ensure parent and teacher conferences are conducted
- Stay abreast of trends and implement research and best practices from the field
- 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

MANAGE THE DAY-TO-DAY OPERATIONS AND FINANCES OF THE ECE AND CLUB48 DEPARTMENTS:

- Meet enrollment goals, including composition mix
- Develop, administer and report on annual departmental budgets. This includes accurate and complete reporting for all areas of responsibility, and ensuring departmental expenditures are within applicable policies and regulations.
- Responsible for maintaining quality and proper staffing levels and, as needed, supporting Assistant Directors in scheduling staff
- Ensures department runs in compliance with Human Resource policies and procedures, and MA licensing requirements; work with Human Resources around alignment of all staff training and that required by DEEC
- Contract management and compliance with MA DEEC licensing Bureau of Nutrition; Conduct meal planning that will be executed by a Food Coordinator.
- Provide written reports for inclusion in of quarterly reports, annual reports, website, etc.
- Manage funding sources such as full pay fees, childcare subsidy, etc.
- Seeks out funding opportunities for USES programs & services and submits all necessary reporting to ensure compliance with funding requirements
- Policy development & implementation (ensuring compliance with licensing and applicable USES policy)
- Senior point of contact for families and community (registration, inquiries, ongoing communication, complaints)

LEADERSHIP COMPETENCIES

USES values and competencies are key in the success of our staff members, for this role we will be paying especial attention to the areas of:

- Tenacity - Assume personal responsibility for achieving ambitious results, take initiative to overcome challenges, and are tenacious in the face of challenges
- Analytical Skills- Able to effectively analyze data that will help inform our work, and use this data to inform our decisions
- Resourcefulness- Generate creative solutions to challenges, and are resourceful in approaching our work
- Communication Effectively convey ourselves and USES' mission in writing, in meetings, and in presentations
- Responsibility- Take responsibility by investing in real data for decision making and commit to providing evidence based outcomes using best practices
- Constant Learning- Embrace feedback and strive to continuously better ourselves and our teams
- Management- Inspire and support our teams toward accomplishing individual and collective goals

QUALIFICATIONS

- Bachelor's degree or higher in Early Childhood Education
- DEEC Director II certified
- Minimum of 5 years management experience in an EEC licensed childcare facility, with supervisory experience
- Must have knowledge of DEEC regulations, voucher and income eligible slots, and Kinderwait (DEEC's statewide waitlist), as well as familiarity with CCFA and PQ registry. Familiarity with Child and Adult Care Food Program a plus
- Familiarity with Kaymbu preferred
- Experience with school age children preferred
- 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

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS (with or without accommodation)

The physical requirements described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. We are proud to be a champion of diversity and an equal employment opportunity / affirmative action employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the staff member is regularly required to:

- Sit, stand, or reach for extended periods of time;
- Move around the work environment independently;
- Communicate via computer, multi-line phone, and smart-phone; and,
- Push, pull, or lift up to 25 pounds for short periods of time.
- The noise level in the work place is usually moderate, but may vary based on a number of external factors. Work is performed in a childcare setting.

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.

USES is proud to be an equal opportunity workplace and is an affirmative action employer. We believe that tolerance of diversity and inclusion is not sufficient but that we are most effective when we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”

To apply today, please email resume and cover letter to: humanresources@uses.org. Resumes without a cover letter may not be considered. Please specify “Director of Early Education and out of School Time” in the subject line, when you are applying. No phone calls, please.