



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.

Early Childhood Education Director

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 64 children ranging from ages 3 months-5 years old. 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 together through a combination of subsidized, voucher and private pay seats.

The Director is also responsible for ensuring relationships with Department of Early Education and Care and city regulatory agencies, parents, staff, and other USES programs, including supporting our EEC-licensed after-school program, serving children 5-12 years of age, with his/her expertise around DEEC. In coming years, the position will also lead the growth of additional infant and toddler classrooms as envisioned under our recent strategic plan.

This position reports to the Vice President of Programs, and is expected to work collaboratively with the other Directors and colleagues to build connections between USES programs and further the organizational mission. The position directly supervises all ECE staff, including Infant Teachers, the Lead Toddler Teacher and the Lead Preschool Teacher, preschool staff, STEAM and Arts Integration Coordinator, and substitutes. The center operates 8:00-6:00pm and is located at 48 Rutland Street.

Organizational Responsibilities:

- Partner closely with the Vice President of Programs and other Program Directors to create more seamless transitions from the early childhood education program into other USES youth programs and to capitalize on opportunities to better support low income families

- Participate in cross-program meetings and facilitate the sharing relevant information pertaining to families engaged in multiple USES programs
- Support the collection and use of data about children and families in our after school program for continuous program improvement; completes monthly and quarterly program reports
- Work with other USES staff to plan and implement agency wide workshops, celebrations, field trips and activities for children and families

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
- Assist teachers with weekly development and execution of the curriculum and program activities including field trips and implementation of STEAM and arts into the curriculum
- Assess children's overall educational and social-emotional progress using field-endorsed assessment tools
- Assist teachers with behavior issues or concerns of the students, address parents' concerns/questions, and conduct parent and teacher conferences when needed
- Develop good communication with parents, including formal and informal methods to solicit feedback and communicate changes to the program. Disseminate monthly newsletters, program updates and important information
- 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

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

Staffing Management and Development

- Ensure effective recruiting and hiring is maintained for all budgeted positions; help identify qualified teaching staff, volunteers and interns; work closely with the Director of Human Resources to source vacancies
- Orient new staff and provide supervision for all staff
- implement and coordinate staff professional development and staff training opportunities
- Enforce personnel policies to ensure the highest possible standards of professional staffing; conducts staff evaluations
- Develop and maintain weekly staff schedules, track all vacation/scheduling changes
- Maintain program records and waitlist, prepare reports, and assist in the preparation of funding proposals

Regulatory Compliance and Other Program Management Duties

- Oversee outreach and orientation, including tours, to the program for new families; support USES intake process as requested
- Maintain personnel and children files in compliance with both state and EEC regulations
- Perform Monthly Fire Drills, and any other safety training according to state regulations
- Partner with USES' marketing department to develop new marketing materials to maintain enrollment and overall awareness of program
- Assist with regularly updating policies, procedures, and parent handbook
- Provide support to operations and staff on food and nutrition for the participants; obtaining a ServSafe Certification to support the nutrition operations as requested.

Financial

- Directly monitor expenditures and parent fees in financial reports to ensure adherence to program budget; report to senior leadership any projected changes in revenue or overspending; prepare budget recommendations for new fiscal year
- Create and implement local marketing plan to drive enrollment. Director is responsible for maintaining enrollment goals.
- In collaboration with other administrative staff, manage attendance, and seek opportunities to maximize resources
- Ensure effective billing procedures are being adhered to with program families around tuition and contract revenue; work closely with the business office to streamline processes
- Maintain administrative records such as receipts, bills and statements from vendors
- Other duties as assigned.

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
- 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
- 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

In the subject line, please specify the position to which you are applying.

No phone calls, please