



PROFESSIONAL OPPORTUNITY DIRECTOR, 4 KIDS EARLY LEARNING CENTER

For more than thirty-five years Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service provides nearly 8,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. Heritage Nutrition Services prepares over 115,000 meals each year and provides solutions in meal planning, ordering, preparation, and delivery while creating healthy options for youth and senior populations.

Position Summary

The Director will be responsible for managing all aspects of this Keystone STAR 4 early learning center including supervising staff, interfacing with families and ensuring compliance with NAEYC, Keystone STARS, Head Start, Pre-K Counts and DHS licensing provisions.

Responsibilities

- Ensure all children are safe and secure at all times and that parents are informed about all measures taken to create a safe and secure educational environment for their child/children.
- Create and maintain a comprehensive plan to maintain full enrollment throughout the year in all classrooms.
- Develop and implement program operating policies to assure adherence to all standards and regulations set forth by federal, state, and local rules, regulations, and licensing requirements. (NAEYC, STARS, DHS, AIU, Head Start, Early Head Start, PKC, WHSD, Heritage, etc.)
- Oversee all grant funded programs ensuring compliance, regulations, and grant guidelines at all times.
- Responsible for the performance management and hiring of employees within the center.
- Plan, develop, schedule, and/or provide in-service training for all staff.
- Formulate annual budget, expend funds and ensure that the program operates within budgetary parameters established.

- Coordinate all curriculum implementation and program quality standards by regularly evaluating staff performance, creating working individual goals and mentoring.
- Create a positive working environment that motivates staff to continuously improve on the quality of the program.
- Submit all required reports in a complete and timely manner and adhere to set deadlines.
- All other duties assigned by Administration.

Skills

- Ability to handle both strategic and operational aspects of a business
- Possess leadership skills to inspire staff to work diligently, but also reinforcing rules and regulations
- Proficient writing and speaking skills to communicate effectively
- Problem solving abilities to ensure problems encountered by staff are resolved
- Interpersonal skills to develop trusting relationships with parents, children and staff
- Organizational and multitasking abilities to balance all aspects of the program
- Mentoring to staff to warrant professional growth

Qualifications

- Degree in Early Childhood Education, Child Development or Elementary Education
- Minimum of five years' experience working in management of an early learning program
- Working knowledge of Keystone Stars, Head Start, Pre-K Counts and NAEYC programs
- Proficiency in ProCare, GOLD and Pelican databases/systems
- Center Director credentials preferred
- Must have current and valid Pennsylvania driver's license as well as access to a vehicle
- Current FBI, NSOR, Child Abuse, and Criminal Background clearances or able to attain all clearances within 30 days of hire
- Current health assessment and TB test
- Must be able to lift 30+ pounds

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.