



POSITION ANNOUNCEMENT

DEPARTMENT: Child Care
POSITION: Site Director - Center
REPORTS TO: Director of Child Care

OPEN DATE: Immediately

Basic Function:

Reporting to the Director of Child Care, the basic function of the Site Director is to be responsible for the day to day operations of Erie Neighborhood House Center child care. This includes assuring all DCFS licensing, Early Head Start and Head Start standards, and NAEYC standards are met, as well as assuming overall responsibility for all tasks related to the child care program in the absence of the Child Care Director.

Position Responsibilities:

- Oversees the day to day operations of the child care program
- Responsible for Erie's compliance with all Early Head Start and Head Start performance standards, IDHS standards, and oversees compliance with DFSS collaboration
- Provides supervision, evaluation and daily placement of lead teachers, assistant teachers, substitutes, interns and volunteers
- Participates in recruitment, interview, selection and orientation of new staff
- Schedules time off for teaching staff and kitchen staff, including vacation and personal days, ensuring that staff ratios are maintained in accordance with DCFS licensing, Early Head Start and Head Start standards, and NAEYC standards
- Ensures that proper teacher child ratios are maintained at all times throughout the program day
- Supervises kitchen staff and maintains food program at the center, including updating menus on a quarterly basis and placing weekly food order
- Meets monthly with Director of Child Care for supervision and support, updating Director on staff/programmatic concerns
- Meets monthly with lead teachers for reflective supervision and support
- Meets monthly with the Child Care Admin team to discuss program/child/family concerns
- Participates in all agency meetings/trainings as well as those offered by DFSS
- Completes quarterly classroom observations to ensure compliance with DCFS licensing and Head Start and Early Head Start standards, as well as NAEYC standards, and gives timely feedback to teaching staff
- Reviews 10% of funded enrollment children's files monthly for accuracy and proper content
- Completes yearly performance evaluations for lead teachers
- Participates in the budget process, planning and implementation
- Assists in the completion of the annual community assessment, self-assessment, and management plans
- Attends program parent orientation, open house, end of the year celebration as well as two after hours events yearly
- Works with child care staff to maintain NAEYC accreditation as well as the Excelerate Gold Circle of Quality
- Oversees the operations of the child care program in the absence of the Director of Child Care
- Other duties as assigned

Qualifications and Requirements:

- Minimum of a Bachelor's degree in Early Childhood Education or Child Development, with at least five years experience in a preschool or daycare setting
- Minimum of three years supervisory experience preferred
- Type 04 Professional Educator License preferred
- Bilingual Spanish/English preferred
- Obtain Illinois Gateways Director's credential Level II within one year of hire
- Ability to respond quickly and appropriately to any emergency situation
- Ability to lift and carry children and other items weighing up to 50 pounds
- Upon offer of employment, must complete all forms related to hiring, including Erie's application and employment status, and must provide three letters of recommendation. In addition, must complete all DCFS

licensing forms, including a criminal background check, fingerprinting, and a child abuse and neglect background check.

Compensation Range: \$ Commensurate with education & experience, excellent benefit package

Please forward resume, cover letter, and list of three professional references by Friday, August 2, 2019 to:

Ann Grecek
Director of Child Care
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60642 **send via**
Email: agrecek@eriehouse.org

NO TELEPHONE CALLS PLEASE!
ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER
ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
RECOGNIZED BY THE DEPARTMENT OF JUSTICE
UNITED WAY MEMBER