

Full Time - Site Director

Responsibilities:

- Include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.
- Contributes to the development of the agency's child development philosophy and goals.
- Insures compliance with the state and city regulations.
- Assures integration of program components.
- Responsible for the recruitment of eligible children: ensures compliance with the enrollment/attendance requirements.
- Maintains a quality program that meets the needs of the children, families and staff.
- Establishes and maintains an effective working relationship with parents and families, the community and funding sources.
- Interprets the Program to parents, families and the community.
- Provides adequate supervision and staff development for all personnel.
- Conducts regular staff meetings.
- Recruits, coordinates and supervises volunteers including student teachers, field experience students, professionals, parent and family members and senior citizens.
- Supervises the maintenance of facilities and program equipment.
- Ensures that team meetings and family reviews occur consistently.
- Monitors program budget and uses good judgment in expenditures.
- Plans and works in cooperation and collaboration with Administrative Team.
- Establishes and monitors record-keeping and reporting systems.
- Other duties as assigned.

Mandatory Job Qualifications: *Must have Infant Credential 5

- Master's Degree in Early Childhood Education from an accredited college/university (in a related field with a minimum of 18 hours in Early Childhood Education) or
- Bachelor's Degree (B.A.) in Early Childhood Education from an accredited college/university (in a related field with a minimum of 18 credit hours in Early Childhood Education) or
A minimum of three years direct service in a supervisory role and administration.
- Demonstrated knowledge of Head Start Standards and DCFS licensing requirements for child care centers, knowledge of the NAEYC accreditation process or QRS evaluation program a plus.
- Successful candidate will also have an INCCRRA infant/toddler credential or in lieu of the existing credential a candidate may have:
- A Current Type 04 certificate or An Early Childhood Education Credential (from INCCRA) or 30 ECE credit hours + 1200 hours of hands on experience with children age 0-8 years of age
PLUS
- 12 credit hours of infant toddler coursework + an additional 1800 hours of hands on experience with infants and toddlers
- Demonstrated contributions to the field of Early Childhood education (NAEYC membership, written a Quality Counts grant, written a parent or program handbook, taken a program through NAEYC accreditation or QRS evaluation, etc.)