

## **Job Announcement: EARLY CHILDHOOD DEVELOPMENT CENTER DIRECTOR**

### **Classification: Salary / Full-time**

**To Apply:** Send resume and cover letter to: MACAC @ 745 N. Negley Avenue, Pittsburgh, PA 15206 or email to [info@macac-inc.org](mailto:info@macac-inc.org) . No phone calls please.

**Reports to: Executive Director**

### **DUTIES & RESPONSIBILITIES**

- Ensure adherence to the rules and regulations outlined in the Department of Public Welfare handbook for Child Day Care Centers.
- Adhere to regulations for Keystone STARS and achieve/maintain STAR 4 rating.
- Oversee finances, personnel, maintenance, meal planning and preparation and transportation.
- Administer the facility's program objectives and activities.
- Coordinate, plan and implement daily program activities and routines with staff.
- Complete an annual written evaluation of staff persons.
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and child development.
- Oversee basic care for children including meal preparation & feedings, diaper changing, toilet training, etc.
- Ensure daily communication with parents regarding their child's progress, activities, incidents, concerns, etc.
- Ensure proper ratios are maintained in the Center at all times.
- Ensure accurate records are kept for each child. This includes sign in/out sheets, changing & feeding logs, incident & accident reports, etc.
- Maintain records and complete monthly reports for various entities.
- Other duties as assigned

### **SPECIFICATIONS:**

- Excellent supervisory & people skills
- Strong organizational skills
- Ability to prioritize & multi-task
- Excellent oral and written communication skills

### **QUALIFICATIONS:**

- Bachelor's degree including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and two years experience with children or associate's degree with four years experience.
- PA Director's credential is a plus
- Criminal, Child Abuse, FBI, & NSOR clearances
- Two letters of reference
- Physical & TB Test
- Valid driver's license

### **COMPENSATION/BENEFITS:**

- Salary: Negotiable based on education and experience
- Medical, Dental, Vision, Life, Short & Long Term Disability