

Mount Ararat Community Activity Center

Job Announcement

Position: Early Childhood Assistant Director

Classification: Full-time and Part-time hourly – Non-exempt

To apply: Send resume and cover letter to: MACAC @ 745 N Negley Ave, Pittsburgh, PA 15206 or email to wpreston@macac-inc.org. No phone calls please.

Reports to: Early Childhood & Youth Director

Duties & Responsibilities:

- Enforce adherence to policies, procedures, and regulations of program mandated by Department of Human Services, Head Start, Early Head Start and Keystone STARS
- Build and maintain positive relations with staff members, parents and partners
- Prepare paperwork in accordance to CACFP regulations and place weekly food orders
- Keep updated records of students enrolled
- Keep updated records of staff members
- Support growth and program development of program through community partnerships
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and child development
- Support classroom teachers creation and implementation of classroom lesson plans

Requirements:

- Knowledge of Department of Human Services (DHS), Keystone STARS and NAEYC regulations
- Knowledge of Child and Adult Care Food Program (CACFP) regulations
- Knowledge of Early Head Start and Head Start Standards
- Proficient in Microsoft Office
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Be able to take initiative and problem solve effectively

Qualifications:

- A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field.
- 5 years of experience working in a classroom environment with children.
- Act 33/34 clearances
- FBI clearances
- Two letters of reference
- Physical & TB test
- Valid driver's license

Compensation/Benefits:

- Salary range: \$15/hr-\$19/hr (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full-time only)