



United Community Centers

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www.ucceny.org

United Community Centers (UCC) is a social justice driven community center that has been serving the East New York neighborhood of Brooklyn for over 60 years. Our mission is to work together with residents of all ages and cultures to address our community's challenges, celebrate its strengths, and provide services that improve lives.

Position Summary:

The Director of Education is responsible for education services. The Director of Education reports to the Early Childhood Program Director and is a member of UCC's leadership team. The director will work with the Program Director to create a warm, loving, and academically supportive environment for early childhood.

Responsibilities include:

- Leads program design in consultation with the Program Director including developmentally appropriate education, parent involvement, mental health, and disabilities services.
- Form warm and caring relationships with children and their parents/ caregivers that honor the importance of all individuals in the community.
- In consultation with the Program Director, Review lesson plans and provide ongoing observations, training and feedback for educators.
- Train, coach, and provide professional development opportunities for educators that meet compliance regulations.
- Works with the Program director to ensure that all program services are of the highest quality, meeting Quality Stars and Article 47 daycare standards.
- Contributes to staff meeting in collaboration with the Program Director
- Ensure staff is informed, involved, and integrated in the development and implementation of program outcomes and objectives, as well as individual goals and objectives.
- Work with Family Workers to implement and guide the Parent Advisory Committee (PAC).
- Use effective and secure practices in data collection and management to contribute to accurate reporting and protect the confidentiality of staff and participant's information.
- Represents the agency and builds strong working relationships with the Department of Education, other government agencies, child care employees' unions, and other community and city-wide organizations.
- Demonstrate commitment to leadership development, community building, and community organizing as strategies for social change.
- Perform other duties as assigned as necessary for the success of the program.

Requirements:

- Bachelor's degree; and
- At least one valid certification in the following areas: Nursery – 6th grade, Birth – 2nd grade, Grades 1 – 6, Special education – N–12th Grade, Students with Disabilities Birth – 2nd Grade, or Pre-K – 2nd Grade; and
- Have 2+ years of Lead Teacher experience in a program for children less than six years of age.

Qualifications:

- Must clear DOHMH and DOE fingerprinting and background authorizations.
- Availability to work in-person between the hours 8 am - 6 pm (7.6 hours shifts) - flexible scheduling with supervisor
- Demonstrated experience in leadership
- Intermediate skills in Google Suite, Microsoft Word, Excel, and Outlook.
- Physically able to walk, kneel, crawl, bend, sit on the floor, and carry/lift up to 35 pounds.
- Bilingual a plus

Salary Range:

- \$73,000 – \$81,500, based on experience. This position may require some weekend work.

Benefits: We offer the benefits obtained through negotiations with Day Care Council and the Local 1, American Federation of School Administrators, AFL-CIO

- Vacation (1-5 years - 20 days, 5+ years 24 days per year)
- 12 Agency Holidays
- Health, Dental, and Vision Benefits
- 403b, Group Life Insurance and Defined Benefit Pension Plan
- Sign on Bonus

Please submit your resume and cover letter to [hiring@ucceny.org](mailto: hiring@ucceny.org) with the subject line: “director of early childhood position application”.

UNITED COMMUNITY CENTERS IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.