



WILSON COMMENCEMENT PARK



JOB DESCRIPTION

POSITION: **DIRECTOR OF THE EARLY LEARNING CENTER**

HOURS: Full time with occasional evening and weekend hours as needed

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

This position is responsible for the day-to-day management of Wilson Commencement Park's Early Learning Center (ELC). It is also responsible for setting the academic tone through hiring, evaluating and improving the skills of teachers and other support staff in the ELC.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Oversee all aspects of the Early Learning Center.
2. Ensure that all programs are operated at a high quality level, in full compliance with all relevant regulations and standards.
3. Develop and oversee the implementation of child-centered, family strengthening best practices, and ensure the provision of a nurturing, high quality, and educational child care environment.
4. Oversee the administration of staff training and educational development programs.
5. To work collaboratively with the Family Support Services department on the implementation of the enrollment process, academic programs and monitoring of students' educational progress.
6. To oversee relationship building with prospective and current parents and students as well as with the local community.
7. To oversee classroom teaching methods, review instructional objectives and learning materials.
8. To actively work with teachers to develop and maintain high curriculum standards and set performance goals and objectives.
9. To develop clear, objective guidelines for teacher appraisals.
10. To be involved in public relations, community outreach and fundraising to secure financial support for the ELC, including collaborative efforts with other agency personnel.
11. Ensure fiscal viability by maximizing enrollment and managing department expenditures.



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QUALIFICATIONS:

- A Master's degree in Early Childhood Education or a related field, with a minimum of 24 credits in Early Childhood Education or Child Development, is preferred.
- A Bachelor's degree in Early Childhood Education or a related field, with a minimum of 24 credits in Early Childhood Education or Child Development, is required.
- A proven history of successful completion of the National Association for the Education of Young Children (NAEYC) accreditation process is required.
- A minimum of one (1) year of leading a NAEYC-accredited child care program is required.
- Expertise in quality assurance, national accreditation processes, and staff development is required.
- Familiarity with all aspects of early childhood educational programs (infant/toddler, Universal Pre-Kindergarten, School-age, summer camp) is preferred.
- Must have excellent writing/communication and computer skills.

How to Apply:

Qualified applicants should send a cover letter, resume and salary requirements by December 30, 2011 to:

Rodric Cox-Cooper, CEO
Wilson Commencement Park
251 Joseph Ave.
Rochester, NY 14605
rcooper@wilsoncommencementpark.org