

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	Center Director
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	02012019
SALARY RANGE:	\$50,000 to \$55,000 (Commensurate with Experience)
OPENING DATE:	January 4, 2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Ensure all staff implement UPO’s Office of Early Learning policies, NAEYC guidelines and OSSE and Federal regulations. Evaluate classroom curriculum and environments. Ensure action plans provided by Education Specialist for teaching teams are implemented and monitor progress toward program goals. Center Administrator for T.S. Gold system. Become familiar with the agency mission and strategic plan goals and strategies. Monitor site budgetary operations.

Ensure all staff duties are implemented as described in their job descriptions. Conduct consistent observations, evaluations of job performance in collaboration with Education Specialist, including development and monitoring of progress as it relates to the staff individual goals for professional development. Ensure that all staff adhere to the UPO Office of Early Learning Code of Conduct. Responsible for ensuring orientation to division and program for new hires.

**UPO Vacancy Announcement
Center Director
Page Two**

Establish and maintain team building among all classroom teaching teams and whole center staff by meeting regularly. Ensure that center and classroom daily responsibilities are completed, jobs shared and taught to each team member over time. Oversee ongoing staff/family communication: daily communication, children's progress report and family conferences. Establish a parent committee to facilitate communication, share information and allow family input. Guide families in forming professional relationships with staff that encourage parental involvement. Post appropriate licensing permits and labor law information. Work in conjunction with the Facility Managers to ensure that the facility and equipment is safe, clean and in good repair.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in early childhood education or a related field, such as social work, psychology, etc., and at least 12 credit hours of advanced study in early childhood education, plus one year of experience as a teacher or administrator in a child development facility. Strong knowledge in child development and the ability to implement a developmentally appropriate curriculum. Previous supervisory experience.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Master's degree from an accredited college or university in early childhood education or a related field, such as, social work, psychology, etc., and two years of experience as a teacher or administrator in a child development facility.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS NOT* in the collective bargaining unit of the CWA Union.

**Submit your cover letter, resume/transcripts to
upojobs@upo.org or fax all documents to 202/319-3237.**