



CAROLE ROBERTSON CENTER
for Learning

EARLY CHILDHOOD SITE DIRECTOR

The Carole Robertson Center for Learning is a private non-profit organization serving more than 650 children and their families on the West Side of Chicago.

Our programs reach children at every stage of development – from birth to age 15 – and are bilingual in English and Spanish. Children with special needs are welcome in all programs. Current programs include: center-based and home-based early childhood programs for ages birth through five years, school age programming for children through age 15, and extensive support services for all families.

We are currently looking for a Site Director at our 2929 W. 19th Street location. The Site Director is responsible for the overall leadership of developmentally appropriate early learning/school-aged programs including compliance with all applicable licensing and funding regulations (Federal, State, City and State Pre-K); and contributes and adheres to the development of agency and Early Education Care plans and goals, as well as establishing relationships with community health and welfare services. The Site Director provides oversight and support of ExceleRate Illinois™, and NAEYC Accreditation programs.

Major Responsibilities and key tasks will include:

Program Planning and Implementation

Ensure the implementation of all program activities to include daily, developmentally appropriate curriculum components, field trips; special events; enrichment programs; and other activities as assigned.

Maintain full enrollment as well as 90% monthly attendance. Works collaboratively (directly or through other program leaders) with committees, the policy group, and the governing body by sharing data, problem solving, acting on their recommendations, and/or implementing policies and plans

Program Monitoring and Compliance

Manage and administer all program-specific funding contracts, or assigned portions.

In collaboration with the senior center based program director, responsible for quarterly and annual eligibility audit preparations, DFSS, DCFS, federal, and NAEYC monitoring visits, and site specific statistical compilations as required by funding sources.

Staff Management

Responsible for oversight of program teaching and support staff, and program assistant directors. This oversight includes but is not limited to all functions of reflective supervision and staff evaluation, mentorship, and coaching.

Helps ensure that site staffing structure supports the program's mission and goals by maintaining an adequate number of qualified staff who meet position requirements.

Builds a team that advances the program's mission by hiring and promoting qualified staff who support the program's philosophy and goals and who culturally and linguistically represent the community and program.

Financial Management

Exercises prudent stewardship of program resources by making decisions based on program budgets, program financial reports and applicable federal, state, and program financial requirements (e.g., allowable costs, non-federal share, cost-sharing).

Manages and assesses monthly program budget to ensure alignment of budgeted expenses and actuals.

Advocates for resources to improve program quality by offering suggestions and providing information about needed resources during the program's planning and budget development process.

Communication

Builds an understanding of the program by communicating its philosophy, mission, and services to staff, families, and the community and by supporting staff to do the same.

Facilitates staff's, families', and partners' acceptance of decisions and advice from funders, the governing body, policy group, committees, and management by positively presenting decisions, explaining the rationale, and openly addressing questions and concerns.

Qualifications

Applicants for the position of Site Director must possess a Master's degree in Early Childhood Education/Child Development, Education or a related field. Degrees attained in other fields must include credits in ECE/Child Development that are equivalent to a major (minimum 36 credits) in the field; five (5) years of progressively complex program management/supervisory experience and must have an Illinois Director Credential level II or above. Bilingual preferred.

Professional Experience

- Must have 5 years of progressively complex program management/supervisory experience.
- Demonstrated competence in and working knowledge of finance, program planning, operations, and administrative skills.
- Demonstrated leadership abilities.