



JOB ANNOUNCEMENT

Site Director

Basic Functions: The Site Director is responsible for the day to day operations of the center including planning, organizing, implementing, coordinating, and controlling services of the childcare program, exercising independent judgment and decision-making authority as delegated, including budget, policies, procedures, and staff supervision. Responsibilities include the overall management of the centers early childhood program and its operation, facilitating, planning and coordinating of the children's educational programs and activities.

Requirements: This position requires a Bachelor's Degree in Early Childhood Education or a related field plus three to five (3-5) years of experience in the management of child development programming. Knowledge of NAYCE, Head Start Performance Standards, Creative Curriculum, Early Childhood teaching competencies and curricula, and family support practices. Cultural sensitivity, three to five (3-5) years of experience in supervision, staff training and development, leadership and advocacy. Knowledge of and experience with infant / toddler and preschool and School Age programming. Excellent interpersonal skills.

Work Schedule: The Site Director shall generally work forty (40) hours each week in accordance with the schedule personally arranged, and mutually agreed to by the Supervisor.

Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

How to apply:

Qualified applicants submit resume to Ebony D. Only

Email: edonly@trinitychicago.org

Fax: 773-966-1718

NO PHONE CALLS and NO AGENCIES

Job Description Disclaimer: The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by Trinity UCC Child Care Centers, Inc., staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

Confidentiality: Confidentiality is a condition of employment. Discretion is a condition of employment. At all times, staff members are to respect the privacy of information about others. Violation of the Code of Confidentiality can result in immediate termination of employment.