



Full Time - Site Director – Lake and Pulaski Site

316 N Pulaski Rd, Chicago, Illinois

Position Summary: The Site Director contributes to the agency's child development philosophy and goals by leading a comprehensive child development program.

Responsibilities:

- Serves as the site leader and maintains effective operations of all site programs and physical plant.
- Insures compliance with city, DCFS licensing, Head Start, Early Head Start, and Excelerate, as well adherence with NAEYC accreditation standards at all times.
- Contributes to quality improvement through supervision of staff, classrooms, developmentally appropriate practices, daily routines and schedules.
- Establishes and maintains relationships with children and families.
- Establishes and maintains relationships with the community, as well as outreach and growth of community partnerships.
- Collaborates with the Administrative Team.
- Collaborates with Education Coordinators and the Disabilities Coordinator to support education excellence and the referral process to advocate for services for children and families.
- Provides regular written and oral reports as well as record keeping as assigned.
- Participates in civic engagement activities that advance the mission of Mary Crane Center.
- Must be able to lift 50lbs.
- Other duties as assigned.

Mandatory Job Qualifications:

- Bachelors of Arts in Early Childhood or a related field with at least 18 child development credits required. MEd in Early Childhood Education preferred.
- Level 2 Director's Credential and Infant Toddler Credential Level 5 required
- Previous managerial and Head Start experience preferred
- Valid food handling required, sanitation certification preferred.
- Bi-lingual Spanish / English preferred.
- Ability to pass a criminal record and child abuse/neglect registry check.
- A passion for the mission of the Mary Crane Center.

Salary and Benefits: Competitive and Comprehensive

How to Apply: Please forward resume to Beth Rivera at brivera@marycrane.org or fax to 773-242-2881.

AN EQUAL OPPORTUNITY EMPLOYER
Visit our website: www.marycrane.org