



## Internal Job Announcement

### Full Time - Site Director – Morse Site

1545 W Morse, 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](mailto:brivera@marycrane.org) or fax to 773-242-2881.

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