



## EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Educational Director/Director of Operations

**Department:** Child Care

**Reports to:** Director of Early Childhood Services

**Hours:** Full-Time

### **Position Summary:**

The Educational Director/Director of Operations oversees the daily functions of a well-established, respected child care center. Responsibilities include managing a large staff, administering Union Settlement and day care union policies and procedures, program and curriculum development, and implementing the High Scope Curriculum.

### **Qualifications:**

- Master's Degree in Early Childhood Education or Education and five years experience in management.
- New York State Teacher Certification in N-6.
- Strong leadership and training skills.
- Demonstrated experience in education, budgeting, and program development.
- Demonstrated experience with ACS rules and regulations, Child Care and Head Start regulations, the CACFP program, and DOH permit process.
- Demonstrated knowledge and experience in High Scope Curriculum.
- Demonstrated knowledge of Head Start performance standards.
- Excellent organizational ability and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.

**To Apply:**

Please send Cover Letter, Resume, Writing Samples, and References to:

Union Settlement Association  
237 East 104<sup>th</sup> Street  
New York, NY 10029  
Attn: Human Resources Department

Or by e-mail to:

[hr@unionsett.org](mailto:hr@unionsett.org)

Please indicate Educational Director in subject of e-mail.

**Position posted in-house: April 22, 2010**

**Position posted publicly: April 29, 2010**

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**