

In seeking an Executive Director for the Edith B. Jackson Child Care Program, the Board is looking for an extraordinary individual to fill this lead position at the center of an outstanding institution. The Executive Director will work closely with EBJ's supportive Board not only to manage EBJ's care of young children, but also to maintain and extend a variety of programs that include mentoring college students at Yale, fundraising, community building, coordinating educational symposia, and organizing events that support families. The cornerstone of the position remains the fostering of exceptional early childhood care.

Introduction

The Edith B. Jackson Child Care Program, Inc. (EBJ) seeks a full-time Executive Director, beginning in June of 2015, to lead its program, manage its operations, and further its mission.

EBJ has been central to families' lives since 1972. As one of six programs affiliated with Yale University in New Haven, CT, EBJ is a 501(C)3 NAEYC-accredited program that offers early childhood education in a warm and nurturing atmosphere. Children at EBJ spend their day in an enlivening, homelike environment managed by attentive professional staff members who embrace and foster each child's growing sense of self. Rooted in a philosophy that celebrates child-centered community, EBJ's programs are open to preschoolers ages 3 months to 5 years.

The Executive Director is responsible for managing all aspects of a twelve-month program that is currently licensed for 45 children, and supervises a staff of 16, including teachers, assistants, consultants, and a part-time office manager/bookkeeper.

Job Description Executive Director

Qualifications

Education

B.A., preferably in Early Childhood or related field

M.S. in Early Childhood or related field OR a plan for ongoing education such as CT Director's Credential OR comparable credential from another state

Experience

A minimum of five years experience in an accredited early childhood program, including experience supervising staff and/or trainees

Experience teaching in an early childhood classroom

Skills

Organizational and leadership abilities

Communication and interpersonal skills

Knowledge of appropriate early childhood development

Budget management experience

Familiarity with city, state, and federal regulations regarding center-based childcare

Familiarity with NAEYC accreditation

Computer skills including word processing and Excel

Responsibilities

Board Partnership

Reports to and works closely with the Board of Directors and its Executive Committee

Keeps the Board informed regarding all significant issues at EBJ

Fully supports the Board in fulfilling its governance functions (e.g. the Director attends Board meetings and interacts with Board-appointed committees)

Supports and maintains the Board's long-range strategy to carry out EBJ's mission

Teachers

Maintains a staff of teachers whose patience, intelligence, sensitivity, and diversity serve to protect the overall high quality of the program

Provides strong leadership of staff, including coaching and mentoring, in order to both advance the staff's professional development and serve as a leadership model

Maintains job descriptions and provide annual evaluations of job performance

Program

Assumes overall responsibility for the curriculum in each age group, providing accessibility to developmentally appropriate materials, equipment, and space

Commits to acquiring and maintaining full knowledge of the State of Connecticut's Statutes and Regulations regarding daycare and NAEYC's requirements regarding accreditation

Ensures compliance with all necessary licensing and accreditation requirements

Strives to ensure that EBJ is fully enrolled while maintaining appropriate staff/child ratios

Recognizes the need for diversity in both staff and children/families

Parents/Families

Provides parents with news pertinent to EBJ and informs them of changes in the program that affect their children

Offers an "Open Door" for parents, welcoming their questions and addressing their concerns

Assists and supports teachers in hosting semiannual parent-teacher conferences

Provides activities to parents and/or families throughout the year to offer information about early childhood development and education and to foster friendships among families

Serves as a liaison to support families in need of information/support in their lives outside of EBJ

Manages enrollment and financial agreements with families

Financial Management

Supports the Board and the Finance Committee in developing and administering their authorized organizational and financial plans

Supports the Board and the Finance Committee in preparing a yearly budget and in ensuring that the Program operates within budget

Is responsible for developing and maintaining sound financial practices, and follows day-to-day spending

Serves as the central purchasing agent for EBJ

Community Relations

Continues the strong working relationship with Yale University

Serves as an active member of the most relevant agencies, giving time and expertise to help the community

Represents EBJ when working with all outside agencies, organizations, and the public

Legal and Regulatory Compliance

Maintains required and adequate documents and records for EBJ's children and staff and for administrative procedures and practices

Ensures compliance with federal, state, and local regulations

Works with the Board in official correspondence with and in executing legal documents pertaining to, but not limited to, the City of New Haven, the State of Connecticut, and the Federal government

To apply, please submit a cover letter, resume, and list of three (3) references by email to: ebjdirectorsearch@gmail.com. Applications will be accepted until the position is filled. Preference will be given to applications submitted by Friday, October 31, 2014.

This is a full-time, exempt position with a competitive salary and benefits package. All offers are contingent on pre-employment background check. Edith B. Jackson is an Equal Opportunity Employer.