



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB ANNOUNCEMENT

PROGRAM: Early Childhood Education Program Director

REPORTS TO: Early Childhood Education Operations Director

STATUS: Exempt Full Time (40 hours per week)

PURPOSE: Program Director will assist Operations Director by assuring the delivery of a safe, nurturing, developmentally appropriate and cultural relevant program within the guidelines of agency policies and procedures, performance standards and licensing guidelines.

RESPONSIBILITIES:

- Follow program policies, Performance Standards (ECEAP, Step Ahead and SPP), Early Achievers, NAC and Licensing Guidelines.
- Manage and Monitor ASQ Developmental screening of children in the Fall and Spring quarter.
- Monitor/oversee teachers daily and weekly lesson plans, quarterly learning stories and monthly newsletter.
- Manage safety procedures and promote a clean, healthy and safe environment.
- Ensure the classrooms are in ratios at all times and be willing to step in the classroom as a substitute when needed to ensure safety of children and staff.
- Manage calendar and staffing schedules (finding substitutes) for teachers when needed to be able to do TSG checkpoints, conference, ASQ screening etc.
- Complete classroom observations at least twice a year to assist teachers' implementation of the HighScope Curriculum, Soy Bilingue Curriculum and classroom management.
- Submit monthly report to the ECE Program Operations Director.
- Attend monthly Director's meeting in absence of ECE Operations Director.
- Work closely with Program Specialist in data entry, family engagement.
- Oversee the CACFP (USDA).
- Manage daily operation of the Lake City Early Learning Center.
- Schedule and coordinate PPVT testing in Fall and Spring quarter.
- Coordinate monthly meetings with: SPP coach, Early Achiever Coach, Public Health Nurse, Education Specialist.
- Assist in planning of Parent Education and Parent Engagement events with Program Specialist.

- Coordinate Professional Development Training.
- Manage placement of volunteers.
- Responsible for ordering office supplies and twice a year classroom material for each class.
- Collate all documents for evidences in Early Achiever Rating.
- Manage Early Achiever Rating in collaboration with coach, teachers and ECE admin staff.
- Oversee teachers' credentials, ensuring credentials are current, updated and maintained in their individual file folders per licensing requirement.
- Build positive relationships with parents and warmly welcome parents into program.
- Inspect classroom equipment and materials daily to insure they are in safe, clean and in good repair for children's use.
- Assist teachers and monitor children at all times (counts, hallway, transitions, and outside).
- Use developmentally appropriate means of communication with the children.
- Other duties are assigned by ECE Operations Director.

Minimum Qualifications:

- B.A. in Early Childhood Education or related field or equivalent work experience.
- At least three year paid experience working with preschoolers
- Excellent written and verbal communication skills.
- Strong problem-solving skills.
- Ability to work in a team oriented environment and to handle multiple tasks.
- Experience working in multi-cultural/lingual environment.
- Must meet federal and state health and safety standards and maintain credentials for childcare (1st Aid, CPR, Food Handler, CPS training, pass a TB test).
- Must pass a background check.
- Be able to work flexible hours between 7:30am-6:00pm and to work flexible hours occasionally
- Excellent organizational and computer skills.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.

Preferred Qualifications:

- M.A. degree in Early Childhood Education or related fields
- Background on HighScope and Soy Bilingue Curriculum and reliable in Teaching Strategies Gold Assessment tool
- Experience working with immigrant and refugee families.
- Bicultural/bilingual in Vietnamese or Chinese

CLOSES: Open until Filled

BENEFITS: Medical insurance, dental insurance, life insurance; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

FOR CONSIDERATION: Please submit resume, cover letter, salary request and references to:

Email: hr@rewa.org

