

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	Center Director (1)
PROGRAM/DIVISION:	Office of Early Learning-EHS
BULLETIN No:	01112021
SALARY RANGE:	Commensurate with Experience
OPENING DATE:	November 1, 2021
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Ensure all staff implement UPO’s Office of Early Learning policies, NAEYC guidelines and OSSE and Federal regulations. Evaluate classroom curriculum and environments. Ensure action plans provided by Early Learning Specialists for teaching teams are implemented and monitor progress toward program goals. Maintain a safe center environment by ensuring the appropriate classroom staff to student ratio. Monitor site budgetary operations. Meet specific enrollment targets for the center and maintain an active waiting list.

Ensure all staff duties are implemented as described in their job descriptions. Conduct consistent observations, evaluations of job performance in collaboration with the Education Manager and Early Learning Specialists, including development and monitoring of progress as it relates to the staff individual goals for professional development. Responsible for ensuring orientation to division and program for new hires.

**UPO Vacancy Announcement
Center Director
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Development of effective whole center staff communication systems. Develop, support and sustain positive morale of the staff. Implement programs to achieve staff retention and decrease teacher turnover.

Oversee ongoing staff/family communication: daily communication, children's progress report and family conferences. Establish a sense of community through family involvement. Ensure a clean, safe and child-ready center at all times.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Early Childhood Education or a related field, such as Social Work, Psychology, etc. and at least 12 credit hours in Early Childhood Education, plus one year of experience as a teacher or administrator in a child development facility. Strong knowledge in child development and the ability to implement a developmentally appropriate curriculum. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Master's degree from an accredited college or university in Early Childhood Education or a related field, such as, Social Work, Psychology, etc. and two years of experience as a teacher or administrator in a child development facility. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS NOT* in the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

Submit your resume/ copy of your degree/or transcripts to the Career Center [Apply Here](#)