

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-EHS (3)
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	14112022
SALARY RANGE:	Competitive Salary (Commensurate with Education and Experience)
OPENING DATE:	November 21, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Center Director is responsible for fostering an environment that allows children, their families and the staff to develop to their full potential. The Center Director is accountable for program operation that exceeds OSSE (Office of State Superintendent of Education) and the Office of Head Start regulations and assists with full implementation of UPO’s Birth to Three model. Center Directors will be accountable for each of the responsibilities detailed below. Center Director roles will vary depending upon the center size. Center Directors will review important decisions with the Director of Early Head Start and be responsive to the requests of the home office. Center Directors will model exemplary behavior in each of the categories below at all times.

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Center Director-EHS
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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.

Meet specific enrollment targets for the center and maintain an active waiting list.

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.

Ensure that center and classroom daily responsibilities are completed, jobs shared and taught to each team member over time. Oversee ongoing staff/family communication: daily communication, children's progress report and family conferences. Responsible for ensuring orientation to division and program for new hires.

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* the collective bargaining unit of the CWA Union.

Special Notice to all Applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees

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, and a copy of your degree or transcript to the [Career Center](#)