

ROSEMOUNT CENTER, WASHINGTON DC
JOB OPPORTUNITY
Position Description: Deputy Program Director

This position supports the work of Rosemount Center, an early childhood education and family support center (Head Start /Early Head Start /Office of the State Superintendent /Private Pay). This is an on-site, full-time, salaried, exempt position.

Duties and Responsibilities:

1. Assists with all program planning for Rosemount Center; helps provide guidance, vision, oversight, and leadership to program administrators, classroom teachers, and the home visiting team emphasizing the importance of achieving high standards of quality including achieving school readiness goals for children and families.
2. Helps with supervision and programmatic accountability for Head Start (HS) grants, DC Office of the State Superintendent (OSSE) childcare subsidies and PreK grant, the National Association for the Education of Young Children (NAEYC) accreditation requirements, and District of Columbia licensing standards.
3. Works with the Programs management team to prepare all HS Service Area Plans, Policies and Procedures and Corrective Action Plans. Takes the lead in drafting HS Management Systems plans, policies and procedures in the area of record-keeping and reporting, communication, self-assessment, and planning. Coordinates the semi-annual HS Program Focus Reviews.
4. Working with the Program Director, evaluates the performance of all program management, teaching and home visiting staff at the end of probation and annually thereafter, and assists in recommending subsequent personnel actions.
5. Attends staff training and meetings, and Board and parent meetings as requested.
6. Supports all programmatic and operational goals of the Center.

Qualifications:

1. BA degree in education or early childhood development (or related field) required. Advanced degree in Early Childhood Education/Social Work preferred.
2. Fully Bilingual in Spanish and English - excellent written and verbal language skills essential.
3. Three - five years management experience in a supervisory role.
4. Expertise in early intervention services and family-centered programs.
5. Knowledge of Microsoft Office (Excel and Word), Teaching Strategies Gold®, and ChildPlus® (or similar enrollment management software).

Physical Demands:

1. Primary responsibilities are performed onsite, moving from classroom to classroom, working at a desk, and occasionally visiting the home of an enrolled student in the community.
2. Ability to use desktop computer and telephone on a frequent basis
3. Light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Must be able to walk up and down multiple flights of stairs while guiding children or while carrying small-medium size items.

TO APPLY:
EMAIL RESUME AND COVER LETTER TO info@rosemountcenter.com