



PROFESSIONAL OPPORTUNITY

SENIOR DIRECTOR OF EDUCATION

POSITION SUMMARY

The Senior Director of Education will be responsible for the successful operation of Heritage Community Initiatives' nationally recognized early learning programs, Heritage 4 KIDS Early Learning Center and Heritage Out of School Time (HOST). This key management position reports directly to the Senior Vice President of Education.

RESPONSIBILITIES

- Oversee and monitor the day to day operational functions of the Heritage 4 Kids and HOST programs, ensuring high-quality child care standards based on developmentally appropriate practices
- Provide coaching, mentoring and direct support to leadership team across two locations/early learning programs
- Develop and maintain a comprehensive set of operating policies and procedures
- Maintain an understanding of new and/or changes to early learning regulations and communicate information effectively with leadership team
- Collaborate with program Directors on successfully maintaining all licenses and accreditations: DHS license, Keystone STARS renewal certificates, NAEYC annual report, Pre-K Counts, Early Head Start, and Head Start visits, etc.
- Develop and uphold positive relationships with regulatory and partnering agencies; ensuing compliance in all areas
- Oversee the recruitment, selection and hiring process of all new education teammates, with the goal of long-term retention
- Resolve conflicts including corrective action when necessary, to maintain a positive work environment for everyone

QUALIFICATIONS AND SKILLS

- Bachelor's degree in early childhood education or a related field required. Master's degree preferred
- A minimum of five years of management experience in an early childhood education organization
- Excellent understanding of child development
- Outstanding communication skills, both verbal and written
- Strong organizational skills with attention to detail
- Capable of managing multiple tasks simultaneously



- Understanding of DHS, Keystone STARS and NAEYC
- Must be able to successfully complete all required trainings pertaining to compliance- DHS, CACFP, etc.

Heritage provides an outstanding benefits package, which includes but is not limited to:

- UPMC Health Plan coverage
- Short-term disability, long-term disability, and basic life insurance
- 3 ½ weeks of accrued PTO in the first year of employment PLUS paid holidays (on average 9-11 days)
- Flexible Spending Account
- 401(k) plan with match
- Child Education Benefit at Heritage Community Initiatives' Education programs
- Longevity and Milestones of Service cash awards
- Permanent referral program cash bonus
- Financial Wellness program

Heritage Community Initiatives is the only non-profit dedicated to three essential elements of socioeconomic mobility: transportation, education, and nutrition. For 43 years, we have been privileged to serve thousands of individuals from nearly 80 communities throughout Allegheny County. For more information visit heritageserves.org. We are looking for exceptional individuals to join our team of dedicated professionals - nearly 20% of whom have been with us for more than a decade. We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org.