

## **ECEC Director**

St. Vincent's is seeking a full-time Director for their Early Childhood Education Center. Since 1858, St. Vincent's has been providing affordable, quality childcare in a safe, loving, and nurturing environment. The Center is open year round and licensed for infant, toddler, and preschool age children. The Director will be responsible for managing and supervising the operations of St. Vincent's Early Childhood Education Center in accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul.

### **Required Qualifications:**

- Must demonstrate personal identity with & commitment to Mission & Values of St. Vincent's
- 36 units E.C.E. required, including 3 Infant/Toddler units & 6 units in Administration, BA and/or MA in education or related field desired in conjunction with required E.C.E. units
- 5 years teaching experience (lab experience is acceptable)
- Community First Aid/Pediatric CPR certification
- Commitment to ongoing education in the field of Early Childhood Education
- At least two (2) years' experience as a Director and/or supervisory experience
- Ability to work independently with a strong level of organizational skills
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients, staff, volunteers, and donors
- Possess strong writing and speaking skills
- Proficient on applicable PC software such as Microsoft Office and Excel
- Demonstrated leadership at the professional level
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter
- Possesses the ability to generate enthusiasm and inspire confidence and support
- Ability to meet the qualifications of a Director for a licensed Center per the State of California, Title 22

### **Major Responsibilities:**

- Assisting in definition of policies of admission, attendance, tuition, and educational goals
- Preparing periodic reports on the state of the Center
- Keeping abreast of research & new developments in the field of Early Childhood Education.
- Conforming to health, safety and licensing regulations
- Serving as a member of St. Vincent's Executive Team
- Handling of all problems related to the administration of the Center and to specific aspects thereof
- Keeping records that pertain to the administration, tuition, & educational goals of the Center
- Planning and scheduling administrative responsibilities
- Supervision of the management of classroom schedules
- Defining the responsibilities of the staff
- Assisting in preparation of the annual Children's Center budget
- Planning and implementing in-service training for program staff

Must pass criminal background fingerprint check, and pre-employment negative TB test. Vaccinations must also be up-to-date with certifications provided.

This position reports directly to the President/CEO of St. Vincent's.

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), education reimbursement, and paid holidays.

**NO PHONE CALLS PLEASE.**

Please submit your Cover Letter and Resume to Human Resources via this job posting.

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858. For more information, please visit our website at <http://www.stvincents-sb.org>