

ECEC Assistant Director

St. Vincent's is seeking to fill a full-time (40 hours a week) Assistant Director for its Early Childhood Education Center. In the absence of the Director of St. Vincent's Early Childhood Education Center, he/she will act as the "Substitute Director" and manage and supervise the operations of the Children's Center in accordance with the goals and objectives of the Center and the Mission and philosophy of the Daughters of Charity of St. Vincent de Paul. When the Director of the Center is present, the Assistant Director serves in a leadership role throughout the Center, making sure that the Center runs smoothly and in keeping with the directives of the Director.

QUALIFICATIONS:

Minimum qualifications for this position are:

- 24 units E.C.E. required including 3 Infant Toddler units & 6 units in Administration. AA or BA in education or related field desired in conjunction with required E.C.E. units.
- 2 years teaching experience (lab experience is acceptable).
- Community First Aid/Pediatric CPR certification.
- Commitment to ongoing education in the field of Early Childhood Education.
- Possess the ability to work independently with a strong level of organizational skills.
- Possess excellent interpersonal communication skills and ability to work with all levels of clients, staff, volunteers, and donors.
- Possess strong writing and speaking skills.
- Demonstrates leadership at a professional level.
- Must demonstrate personal identity with and commitment to the Mission and values of St. Vincent's.
- 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.

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

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

To apply, please submit a cover letter and resume by responding to this post, or fax both to (805) 967-7508.

NO PHONE CALLS PLEASE

Established in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For information regarding St. Vincent's and its Mission, please visit <http://stvincents-sb.org/>