



***NOW HIRING! FULL-TIME PROGRAM DIRECTOR  
INCLUSIVE EARLY LEARNING CENTER – EAST***

***Required Hours of Availability: 7:00am – 6:00pm, Monday – Friday, weekends and evenings as needed  
Pay: \$51,417.60/year - \$61,395.30/year D.O.E***

**The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. Join us in our mission and make the journey with the precious children we serve.**

**Summary/Objective** - Responsible for the overall operation, growth and financial sustainability of the Inclusive Early Learning Center (IELC) and related programs.

**General Duties and Responsibilities**

- Supervise IELC Assistant Supervisor, teachers, assistant teachers, seasonal employees, substitute teachers and volunteers and interns.
- Provide leadership, motivation, mentorship, guidance, communication and direction for all IELC staff.
- Work in classrooms in support of or as necessary to fill in for absences for IELC staff.
- Evaluate and provide recommendations for recognition and discipline of IELC staff.
- Provide fiscal and financial oversight of the IELC in consultation with the Billing Manager, Chief Operations Officer and the Chief Financial Officer.
- Maintain and ensure compliance with THHS Child Care Licensing Minimum Standards
- Achieve and maintain the highest quality rating by Texas Rising Star
- Assist in the identification and development of grants specific to the IELC with the COO and the Fund Development Officer.
- Complete required reports for Board of Directors, funders and other applicable entities.
- Develop and implement strategies to strengthen and grow program, including the addition of transportation and food services for the IELC.
- Identify strategies to maintain the IELC at full capacity and increase capacity levels.
- Participate in Leadership meetings to work in cooperation with all agency leadership staff, and coordinate operational and strategic discussions with all programs delivered by PdN Children's.
- Work in collaboration with the IELC Director – Schuster campus and the staff to offer the same level of services at both locations.
- Other duties as assigned

**Supervisory Responsibility**

- Supervise the Assistant Director and all IELC - East staff.
- Volunteers-Interns

**Minimum Required Education and Experience**

- Associate degree in Early Childhood Education

- Two years' experience as a teacher in a **licensed child care center**
- One year supervisory experience
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy
- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite or related software
- Must fluently speak, read, and write English

### **Preferred Education and Experience**

- Bachelor degree in Early Childhood Education
- Two years' experience as a Childcare Administrator/Director
- Hold current Child Care Administrator's License in Texas for Child Care Operations
- Bilingual English/Spanish preferred

### **Additional Eligibility Qualifications**

- Must pass criminal history background check

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**Work Environment** - Primary work environment is in an office performing administrative duties. Secondary work environment is in the classroom and activity areas and outdoor playground area when supervising staff or covering duties for teachers, if needed.

**Essential Functions** - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please submit application (<http://pdnchildrens.org/career-opportunities/>), resume, and proof of education to [admin@pdnchildrens.org](mailto:admin@pdnchildrens.org) "NO PHONE CALLS, PLEASE!"**