



Senior Director of Early Childhood Education

Organizational Overview: East End House is a 147-year-old, non-profit community center that uses a holistic approach to promote the wellbeing, academic achievement, and successful transition to adulthood of children and youth from under-resourced families in Cambridge and surrounding communities. As part of the approach, East End House provides support services to a diverse population, from infants to seniors, to strengthen family and community.

We offer fully licensed and high-quality childcare for children ages fifteen months through five years in our Early Learning Programs and five years through thirteen years in our Out-of-School-Time Programs. In addition, we provide free Middle-School Aged Youth, a School Age Summer Program, nutritional, social, and recreational programming for the elderly, community space for advocacy and community groups, and a variety of other community programs and initiatives.

We also use the Five Preventive (Proactive) Factors for Strengthening Families framework to help shape all our core programs and services: (1) Parental Resilience, (2) Social Connections, (3) Knowledge of Parenting and Child Development, (4) Concrete Support in Times of Need, (5) Social Emotional Competence of Children. In addition, East End House's Theory of Change (ToC) blueprint aligns all programming to the long-term goal of youth completing at least two years of post-secondary education or finding gainful employment by age 24.

Position Summary: The Senior Director of Early Childhood Education is a full-time, exempt position with benefits that reports to the COO and will work closely with the senior leadership team and program directors. The successful candidate will be a proven leader with a passion for early education and a strong commitment to diversity, equity, inclusion, and social justice.

As the Senior Director of Early Education at East End House, you will be responsible for ensuring that the entire program is compliant with EEC regulations and follows East End House internal policies and that we strive for NAEYC accreditation. You will use your knowledge of best practices in early childhood education to ensure that staff receive the training and coaching they need to continue to grow and improve as educators. You will also facilitate and track enrollment and tuition payment, including children receiving subsidies. You will work with the senior leadership team to create, maintain, and measure program activities and staff against high quality program standards.

To be successful in this role, you should possess the following competencies:

- Commitment to diversity, equity, inclusion, and social justice
- Knowledge of best practices in early childhood education and compliance with EEC and Massachusetts Department of Elementary and Secondary Education regulations
- Leadership qualities that allow you to oversee the implementation and success of our early education program
- Ability to navigate the varied responsibilities of the role while maintaining a positive and professional demeanor
- Creative problem-solving abilities that allow you to manage complex situations gracefully and be solution-oriented.

Duties and Responsibilities:

- Ensure that our commitment to diversity, equity, inclusion, and social justice is evident in all aspects of the Early Education Program
- Maintain compliance with Massachusetts Early Education and Care (EEC) and Massachusetts Department of Elementary and Secondary Education Child and Adult Food Program regulations
- Complete supervisory responsibilities, including personnel recordkeeping, classroom observations, disciplinary actions, payroll, and administrative reporting, as well as tracking work schedules, time-off, etc.
- Ensure that staff are adequately trained (e.g., first aid, other licensure requirements) and have opportunities for continuing education and professional development
- Facilitate and manage the enrollment process, including tours, the enrollment waitlist, enrollment paperwork, tuition, billing, etc., with the goal of maintaining a minimum of 95% enrollment
- Facilitate and track assistance for children receiving state subsidies and manage the program's waiting list
- Ensure that the program is fully enrolled and that families are informed of the program's policies and procedures
- Develop and implement evaluation and quality improvement processes across the Early Childhood Programs in line with the Theory of Change and Five Protective Factors
- Conduct research on strategic opportunities for program, quality, and organizational growth and innovation through new initiatives and partnerships
- Promote positive and supportive relationships with children, families, staff, and the community

Qualifications:

- Bachelor's or master's degree in Early Childhood Education or a related field
- At least five years' experience working in early education programs
- Strong communication and interpersonal skills
- Ability to work effectively in a team environment

- Commitment to the mission and values of East End House

East End House is an equal opportunity employer and strongly committed to building an inclusive and anti-racist community. Cambridge residents are strongly encouraged to apply and lived experience and understanding of diverse communities are highly valued in a candidate.

Send Resume and Cover Letter to:

Michael Delia, East End House, 105 Spring Street, Cambridge, MA 02141. Electronic submissions may be made to: michael@eastendhouse.org. Please reference position title in subject line.