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**Position:** Preschool Site Director  
**Department:** Education  
**Salary:** Competitive Full-Time Compensation & Benefits Package

The Site Director oversees a pre-school site funded by Newark Public Schools - to ensure program compliance, curriculum implementation and effective operations.

### **Essential Responsibilities**

- Provide oversight of personnel including: teachers, teacher aides, supplemental staff, administrative staff, and family workers.
- Monitor benchmarks and evaluate program implementation.
- Weekly monitoring and monthly reporting on program budget, performance, and special projects.
- Identify, train and develop site staff which consists of summer youth employees, teachers, teacher aides, administrative staff, and supplemental staff.
- Manage reporting and performance highlights of pre-school site.
- Supervise teachers, teacher aides, and support staff related to center operations.
- Resolve operating issues and facilitate a collaborative relationship amongst staff.
- Interview and select applicants for employment.
- Schedule center personnel and substitutes.
- Monitor the accuracy of timesheets of all program employees and approve for payroll processing.
- Assure the maintenance of accurate and complete student records.
- Train staff upon hire and ensure high level of job performance execution.
- Evaluate and provide mentoring for professional development needs of staff.
- Write, produce, and distribute communication to the parents and staff.
- Meet weekly with the Director of Education to discuss all information necessary to ensure high-quality of program and staff.
- Provide asynchronous and synchronous instruction to students and staff as needed
- Establish systems to monitor the implementation and execution of required programming
- Provide in-depth monthly reports to Administrative Assistant for the board of directors, which outlines the challenges and strategies for the overall success of the program.
- Enforce disciplinary policy as needed including verbal, written, suspension, and termination of staff.

### **Other Responsibilities**

- Oversee or participate on committees for special programs and projects with agency partners.
- Make special off-site presentations (e.g. recruitment, fundraising, etc.).

## **Key Qualifications**

- Bachelors degree from an accredited college or university in education, recreation, psychology, sociology or related field. Masters preferred.
- 5+ years of experience in program management, youth development, early childhood education, general education, or related field.
- Working knowledge of “creative curriculum”.
- High level of computer literacy and familiarity with web-based programs.
- Experience working under NJ state licensing guidelines and protocols
- A demonstrated passion for working with urban youth and a demonstrated belief in UVSO's mission to create a stable and compassionate community.
- Excellent analytic, organizational, written and verbal, and digital skills.
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Ability to inspire staff, youth, parents and community to volunteer, engage, and build comradery.

## **Preferred Qualifications**

- Teaching experience in early childhood education
- Working knowledge of early childhood education standards

## **Disclaimer**

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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