**Early Childhood/Childcare Daycare Center Director**

**Sarver Children's Center - Sarver, PA 16055**

Seeking a Director for a new and innovative arts-based and academic early childhood center (Infants-Pre K) located in Sarver, PA. We seek to meet the needs of the whole child (social, emotional, physical and intellectual) by combining a trusting environment, hands-on experiences for learning, and creative activities that promote academic development.

Salary commensurate with experience and qualifications.

Please email complete applications to **sarverchildrenscenter@gmail.com** or

or mail to:

**Sarver Children's Center**

**810 South Pike**

**Sarver, PA 16055**

**Application should include: Cover Letter, Resume, 3 Letters of Recommendation, Required Clearances, and any Related Documentation.**

**Experience:**

Must have background/experience in education and the arts (visual arts, performing arts, and/or physical education/dance) with working knowledge of principles of STEM education and best practices in Early Childhood Education. Strong written and oral communication skills required. Background in a foreign language or bilingual speaker preferred.

**Qualifications: (PA Code § 3270.34)**

A director shall have attained one of the following qualification levels:

(1) A bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children.

(2) A bachelor’s degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children.

(3) An associate’s degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children.

(4) An associate’s degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 4 years of experience with children.

A director is responsible for the general management of the facility, including the following minimum duties:

(1) Administering finances, personnel, maintenance, meal planning and preparation and transportation.

(2) Administering the facility’s program objectives and activities.

(3) Designating a staff person who is responsible for compliance with this chapter in the Director’s absence.

(4) Coordinating and planning daily activities with the group supervisors or with the assistant group supervisors in school-age program.

(5) Overall program planning.

(6) Written evaluation of staff persons on a regular basis, a minimum of one evaluation every 12 months.

Ability to multi-task

Must have effective communication skills

Customer service oriented

Ability to solve problems creatively, must be flexible to work any hours between 6:30AM-6:30PM

Job Type: Full-time

Required languages:

•Spanish

•English

We are an Equal Opportunity Employer