

# Associate Director of Acorn Center for Early Education and Care

Full-Time Regular | Boston, MA | On-Site

## Who We Are

Since 1969, **Boston Chinatown Neighborhood Center (BCNC)** has been a vital presence in Greater Boston and beyond, empowering Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities. We provide a broad range of innovative programs and services centered around education, workforce development, family support, and arts and culture, leaving a significant and lasting impact on the lives of more than 13,000 children, youth, and adults every year.

## About Acorn Center for Early Education and Care

**Acorn Center for Early Education & Care** is a full-day, dual language, Chinese and English, program for children ages 15 months to 5 years. The center is licensed by the Massachusetts Department of Early Education and Care (EEC) and accredited by the National Association for the Education of Young Children (NAEYC).

## About The Role

The **Associate Director of Acorn Center for Early Education and Care** will work under the supervision of the Acorn Director (Program Director) to maintain a quality early education and care program. When the Acorn Director is not present, the Associate Director is the immediate supervisor of the entire department. The Associate Director will also be responsible for the daily operation of the center and support the Program Director to ensure the well-being of the program. This is a full-time administrative position with benefits.

## What You Will Do

- Be responsible and responsive to the center administration and parents during the Program Director's absence. Immediately contact the Head of Child Care and Enrichment for the parent concerns arising during the Program Director's absence.
- Under the direction of the Program Director, oversee the Head Start program to ensure record keeping and program requirements are met.
- Provide support to the Program Director in the center's regulatory visit preparation (EEC, NAEYC, QRIS, Headstart). Perform duties as assigned to meet funding and regulatory agencies requirements.
- Manage and support the Assistant Director in maintaining daily staffing coverage and developing staff schedules to meet EEC teacher/staff ratio guidelines. Approve time off requests and check employees' individual timecards in ADP.
- Manage the Family Engagement Coordinators in recordkeeping of children and families following agency and contract regulations. Maintain children's records and data entry into Civic Core and Head Start GoEngage.
- Manage the Family Engagement Coordinators to provide center tours and orient parents to the program as needed. Please go over the child's developmental history and language survey with them.
- Manage and assist the Education Coordinator in observing teachers, assistant teachers, and volunteers/interns in the classroom and provide them with feedback.
- Manage and support the Senior Volunteer Program and Substitute Pool.
- Orient new teachers, substitutes, and volunteers/interns to the program.
- Manage and work with the Program Director on interviewing and hiring new employees and supervising and conducting the evaluations of all Acorn employees.
- Collaborate with the Program Director and Education Coordinator to plan and implement teacher training activities.
- Mentor some limited English-speaking co-teachers when deemed appropriate by the Program Director and Educational Coordinator.
- Assist in running the center's food program.
- Attend BCNC's events and quarterly all-staff meetings.
- Participate in required staff meetings and professional development training as assigned by Acorn and other funding agencies to fulfill grant requirements.

- Attend supervision meetings and monthly classroom check-in meetings as required by Acorn and Headstart's leadership meetings.
- Manage staff timecards to ensure accuracy and approve time off requests in ADP.
- Perform other duties as assigned.

### What We Look For

- B.A. required in ECE or Child Development Field with minimum of 2 years of supervisory experience
- Must meet Department of Early Education and Care (EEC) health and background check requirements
- Must be certified in First Aid and CPR within 6 months of employment
- Knowledge of EEC and NAEYC Regulations
- Department of Early Education and Care (EEC) Certifications: Lead Teacher Preschool, Infant/Toddler Teacher, DI, DII (a plus)
- Knowledge of SafeServe guidelines (a plus)
- Proficiency in Windows, MS Office, Google Docs, and related applications
- Strong interpersonal, relationship-building, communication, and collaboration skills
- Excellent organizational skills and ability to manage multiple tasks in a fast-paced environment
- Experience with mentoring and coaching
- Respect for differences and the ability to work well in a multicultural environment
- Bilingual in oral and written skills in English, Cantonese, and/or Mandarin is a plus

### Working Conditions

- Must be available to work a flexible schedule including may require to travel local during the workday.
- Work is performed primarily in a standard work environment, including the operation of computer equipment, and physical demands associated with a traditional work setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

### What We Offer

- \$7000 hiring bonus
- Competitive Benefits Package
- 403B Retirement Plan
- Paid Time Off
- Paid Holidays
- Professional Development
- Work-Life Balance

### Salary Range

\$60,000-\$65,000

### How to Apply

<https://forms.monday.com/forms/db5eeee1eb8c34bfe9f0508064c03873?r=use1>

### Please Note

You must be authorized to work in the United States. BCNC does not provide sponsorship for an employment work visa.

*BCNC is an equal opportunity non-profit organization that supports diversity and encourages all employees and applicants to apply. BCNC is committed to non-discrimination and equal opportunity for all without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by Federal, State or Local laws.*