

Parent Infant Center (PIC)
POSITION OPENING ANNOUNCEMENT

Position: Assistant Director
Reports to: Executive Director

Posted March 2019

Program Summary: PIC is a large, urban non-profit, early childhood and school-age program located in the diverse neighborhood of West Philadelphia. PIC is a NAEYC accredited and PA Keystone STARS 4 designated program that has been in operation for over 40 years, with specific focuses on play and project-based learning, Reggio Emilia inspiration, and connecting children to nature.

Position Summary: The Assistant Director is a key member of the PIC administrative team that works together to support the mission and values of the program. The Assistant Director will lead the administrative team in providing a strong and consistent pedagogical foundation for the organization, as well as sharing management, community and advocacy responsibilities with the Executive Director.

Qualifications:

- Master's degree from an accredited university in Early Childhood Education or related field.
- Minimum of 5 years of administrative experience supervising and coaching staff members.
- Advanced knowledge of child development, including best practices in all domains of development.
- Experience working in NAEYC accredited and/or STAR 4 designated program.
- Foundational understanding of the Reggio Emilia approach.
- Knowledge of research and best practice of curriculum and instruction.
- Excellent verbal and written skills.

Application Procedure:

Qualified candidates should submit the following materials to Executive Director at dgreen@parentinfantcenter.org by March 30, 2019. Please put "Assistant Director Application" in subject line. Please attach each document as a separate PDF.

- Cover letter
- Resume
- 1-2 page statement of educational philosophy
- 1-2 page statement of leadership orientation
- List of 3 professional references with name, relationship and contact information.
- Salary requirements

Applications accepted through March 30, 2019. 1st round candidates will meet with the Executive Director and finalist candidates will meet with committee of administrators and teachers. Position to begin in July 2019.

PIC Mission:

The Parent Infant Center mission is to provide and increase access to high-quality early childhood education and school-age programs that: give children opportunities to learn through play, are led by valued, professional educators, and actively engage and support parents and families.

Equal Opportunity Employment Statement:

Parent Infant Center is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

