



CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice.

Job Title:	Center Director
Supervisor:	Education Director
Hours:	35 hours per week, year-round
FLSA:	Exempt
Status:	Full-Time, Non-Union
Salary:	\$28.88/hour - \$52,560 annual, plus \$2,000 hiring bonus and opportunities for additional bonuses

OVERVIEW

The Community Action Agency of Somerville, known as CAAS, is changing lives for our community members who are furthest from opportunity. For over 40 years, we have been helping local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. Our largest offering, Head Start, is a free preschool program that promotes school readiness. We offer comprehensive developmental preschool and wraparound services to ~270 low-income, culturally diverse children and their families each year in Somerville and Cambridge. Our six centers are fully open for in-person learning. Our Head Start program is integrated with our Housing Advocacy, Tenant Organizing, and Income Maximization programs to provide a full suite of anti-poverty services. We are proud to be a source of stability and support for our community.

WHAT MAKES US UNIQUE

We have a highly dedicated, seasoned team and an organizational structure that allows us to support our clients holistically. The Head Start Leadership team is highly collaborative and includes leaders with expertise in family engagement, health and nutrition, disabilities, and teaching and learning. We have a generous budget for professional development and a mindset of saying “yes” to whatever will help us better serve low-income children and families of Somerville and Cambridge. The person who joins our team will interact with a supportive supervisor, peer leaders, and a committed group of coordinators and educators with a shared mission.

ABOUT THE HEAD START Center Director ROLE

The Head Start Center Director works collaboratively with the Education Coordinators and Education Director in monitoring the delivery of high quality education services in a safe, healthy, and developmentally appropriate classroom for children 3 to 5 years old in accordance with EEC regulations and Head Start performance standards.

Responsibilities Include:

- Provide supervision, guidance, and support to the teachers in the center.



Community Action Agency of Somerville

CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice.

- Ensure that a developmentally appropriate, culturally competent curriculum is implemented in conjunction with the program-wide curriculum schedule, while ensuring individualization to meet each child's unique needs.
- Ensure that Second Step is embedded into the regular curriculum and used regularly.
- Ensure that fall, winter, and spring formal assessment of each child using the Teaching Strategies Gold online assessment platform is completed and entered into My HeadStart. Help plan discussions with families about their child's growth during one-on-one conferences, as appropriate.
- Enter data pertaining to childrens' records into the appropriate system including Parent-Teacher Conferences, ASQ scores and Open House.
- Attend Case Conferences as needed to discuss plans for children needing additional support.
- Assist the Site Coordinator with preparing and maintaining all routine documentation and other paperwork required for state licensure and under our meal program and federal grant requirements.
- Ensure that all proper health and safety protocols are followed to ensure the classroom environment and all daily activities strictly adhere to established health and safety protocols.
- Ensure that a culturally responsive and welcoming environment is created so that each family feels welcomed; encourage family participation in classroom routines and special events.
- Pursue ongoing professional growth and maintain compliance with state and federal professional development and qualifications requirements through relevant in-service and external training opportunities.
- Ensures all required paperwork is completed and turned in on time by collecting and delivering all paperwork to each specific content area supervisor at the CAAS Union Square Office.
- Ensure classrooms have appropriate supplies and materials by completing all order forms and distributing them to the Site Coordinator on a monthly basis.

THE IDEAL CANDIDATE

The ideal candidate has direct experience in an early childhood setting, excellent supervisory skills, and a deep passion and commitment to ensuring a high-quality educational experience for CAAS Head Start children and families.

Professional Background:

- **Administrative** experience in an early childhood and care setting
- ECE classroom **teaching** experience
- MA EEC Director qualified
- AA/AS degree in Early Childhood Education or equivalent required; BA/BS preferred

Skills:

- Outstanding ability to **communicate** with a range of internal and external stakeholders
- **Supervisory skills** to coordinate, support, and monitor the performance of classroom staff and daily operations
- **Problem-solving** and organizational skills and an ability to navigate regulations related



Community Action Agency of Somerville

CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice.

- to programming and operations
- **Cultural competence** and sensitivity to the needs of low-income and culturally, linguistic and racially diverse populations
- Proficiency in **basic computer** skills and the ability to learn new software

Personal Characteristics:

- An unwavering commitment to providing an **equitable educational experience** for children and families of Cambridge and Somerville
- An obsession with **clear and timely two-way communication** and follow-through with educators and families
- **A collaborative spirit** and desire to share ideas and problem-solve as part of a Leadership Team

Preferred Qualifications:

- Experience with Head Start programs
- Supervisory experience in a preschool or early childhood setting
- A relevant graduate degree
- Ability to speak a second language

LOCATION AND TRAVEL:

The Center Director will work on site, in one of our early learning centers in Cambridge or Somerville. There will also be travel to and time spent at the Union Square, Somerville Administrative Office. Candidates must have their own transportation for regular travel between the center and the office.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Additionally, as this position may require some classroom support, the candidate must also possess the ability to take daily walks, lift up to 50 lbs, and stand for a minimum of 5 hours per day.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This position is year-round.

COMPENSATION:

CAAS offers competitive compensation for this position plus an attractive benefits package, which includes medical, dental, retirement, and other benefits, and a collaborative, committed team of colleagues. We provide 100% tuition reimbursement for relevant coursework and



CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice.

degree attainment. This salaried position starts at \$28.88/hour or \$52,560 annually, and includes a \$2,000 hiring bonus and opportunities for additional bonuses.

TO APPLY:

The review of applications will begin immediately and continue until the position is filled. For best consideration, please submit a cover letter and resume to mshipp@caasomerville.org.

NON-DISCRIMINATION STATEMENT:

No person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against by this program, including in employment, because of race, religion, sex, national origin, immigration status, cultural heritage, age, disability, sexual orientation, or marital status.