



Announcement: Seeking an experienced professional in early childhood education or related field to lead the New Horizon Early Childhood Education Center and its dynamic team. Ideal candidate will be bilingual (English and Spanish) and have at least 2 years of experience leading or directing in this professional field. The position requires excellent team building, communication, teaching, and organizational skills.

Job Description – Director, New Horizon Early Childhood Education Center (NHECEC)

First Fruits Community is a faith-based, community-building organization that manages the Vista Hermosa community utilizing servant leadership, trauma-informed care and empowered-world view philosophies to guide our work. Our company is an affiliate organization of First Fruits Farms, one of the largest tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples a year. First Fruits Community serves a twofold purpose: to provide safe, affordable housing for FirstFruits Farm employees near the workplace; and to nurture the development of strong, healthy families.

The Director of the New Horizons Early Childhood Education Center provides leadership in the provision of high quality infant and early childhood education services. In this, they offer daily guidance and support to center staff in the performance of their responsibilities, ensure the health and safety of staff and children, and promote and maintain positive communication with staff, parents and children. This position reports directly to the FirstFruits Community Executive Director and is a key member of the FFC's leadership team.

Specific Duties include:

Communication and Role Modeling

- Represent NHECEC in a positive manner and articulates the Center's goals.
- Ensure that the Center and its staff place childhood learning and care at the forefront of their priorities
- In all ways, conduct themselves in a manner that upholds the company's mission and values
- Keep the FFC Exec Director informed of any concerns that are affecting the quality of services to children.

Family Outreach:

- Serve as the initial contact with children's parents and share the center's information to ensure that parents have a positive encounter at the center.

- Ensure the timely opening and closing of the center; following up with parents that are not timely in picking up children or other matters.
- Serve as Chair of monthly parent meetings and schedule dates for annual Open House.
- Develop/revise the expectations of parent-teacher conferences; provide orientation and guidance to staff.

Stewardship:

- Manage the budget ensuring the timely payment of invoices and employee payroll.
- Prepare annual report and budget for approval
- In coordination with the Program Supervisor, finalize and approve the purchase of supplies for the classrooms.
- In coordination with the Cook, order the supplies needed to implement the menus approved by the OSPI Nutritional Program Office and the visiting RN.
- Conduct weekly walk-through of center to identify needed repairs; complete required paperwork to initiate repairs.
- Make assignments to the custodian and assure tasks are completed timely.

Compliance:

- In coordination with the Program Supervisor, formulate an annual professional development program to ensure teaching staff keep abreast of DSHS Licensing requirements and early childhood education standards.
- Liaison between the center and DSHS representatives; review center licensing reports and complete a corrective action plan
- Responsible for the renewal of the center license;
- Conduct monthly random review of children's files to ensure files are updated and complete.
- In coordination with the Program Supervisor, develop a staffing plan to ensure appropriate staffing of the classrooms and appropriate teacher-child ratios are maintained at all times and ensure that State and Federal requirement of employee standards are maintained.
- Reviews daily meal count to assure they account for children served.
- Schedule monthly fire drills; document date and execution time of drill.
- At random, conduct classroom visits to assure adherence to classroom schedules.

Staff Supervision and Training

- Ensure staff are trained annually on the Child Abuse and Neglect Policy and Procedures and that they feel competent to implement the reporting process.
- Responsible for the recruitment and hiring of new staff;
- Conduct regular evaluations of all staff (with emphasis on new staff) on an annual basis.
- Organize monthly staff meetings and trainings as needed.

Performs other duties as assigned by the FirstFruits Community Executive Director.

Desired Qualifications:

- Strong and defined Christian values to be a model for children, staff and parents
- Excellent interpersonal skills to promote the individual and team work effort; ability to maintain confidentiality of information shared by staff and information requested of program participants
- Excellent oral skills (English/Spanish) to articulate the goals and objectives of NHECEC to staff, parents, general community and early childhood education community
- Excellent leadership skills to motivate and support children, staff and parents
- Ability to interpret and implement state program regulations and laws
- Child Development Associate (CDA) Credential in Infant/Toddler and Preschool ages
- Advanced Computer literacy and accounting skills
- First Aid and CPR cards, food handlers permit, TB test/results, and training on blood borne pathogens and HIV/AIDS
- Experience in working in the early childhood education setting for 5 years and a participating member of a team management group

Please send resume over to Lucy Cartagena at Lucyc@firstfruits.com

Thank You.