

Job Vacancy

Program: Early Childhood Services

Location: 400 West Ave

Position: Vice President, Early Childhood Services

Hours: 37.5 hrs wk/52 weeks per year

Salary Range: \$81,903 to \$106,474

Salary Grade: 3

Summary of Responsibilities:

Responsible for the administration and management of all program operations of the Early Childhood Services Division in accordance with the Federal Department of Health & Human Services – Office of Head Start, the NYS Office of Children & Family Services, the NYS Department of Education (as required under contract with the Rochester City School District), and Action for a Better Community, Inc.'s regulations, performance standards, and policies and procedures.

Qualifications/Education and Experience:

- Bachelor's degree (Masters preferred) in Early Childhood Education, Social Work, Business or related field. Five (5) year's experience in a Head Start or Head Start Early Childhood Program. Ten (10) year's experience in managing staff, minimum of five (5) of which were in senior management level.
- Previous experience working with low-income children/families.
- Sound administrative skills, well developed management skills, strong analytical and reasoning abilities essential.
- Demonstrated experience in budget preparation, monitoring and analysis.
- Demonstrated knowledge of program planning and grants development.
- Ability to analyze complex data and use results to improve program division outcomes.
- Demonstrated ability to effectively communicate with and get along with diverse personalities and levels of management.
- Ability to obtain and maintain positive clearance from NYS Central Registry, criminal background checks, and other required background checks.
- Ability to establish credibility, and be decisive, while employing a participative management style.
- Working knowledge of local, state and federal regulations regarding early childhood services and development.
- Knowledge of labor laws and implementing a collective bargaining agreement.
- Computer literate (MS Office and Information Management Systems)
- Must have valid driver's license and access to own transportation.
- Ability to work flexible schedule including evenings, weekends, and overnight travel.

Please Forward Resumes/Applications to:

Human Resources Department
Action for a Better Community, Inc.
400 West Ave
Rochester, New York 14611
(585) 325-5116
HRDept@abcinfo.org

Deadline for Resumes/Applications: July 29, 2019

7/29/19

Y Internal Posting

Y External Posting