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Unconditional care.  
Life-changing results.

## SCO Family of Services

### Associate Director – Early Education Leadership Institute

#### SCO’s Mission:

SCO Family of Services helps vulnerable New Yorkers build a strong foundation for the future. We get young children off to a good start, launch youth into adulthood, stabilize and strengthen families and unlock potential for children and adults with special needs. SCO has provided vital human services throughout New York City and Long Island for more than 100 years and serves over 60,000 people on an annual basis.

#### FirstStepNYC @PS 41:

In the fall of 2013, NYC will open the flagship site of a new high quality birth-5 model program with a Leadership Institute for Early Childhood Directors: First StepNYC @ PS 41. Established in one of the most at-risk neighborhoods - Brownsville, Brooklyn, FirstStepNYC will be co-located with PS 41, a K-8 elementary school. The model affords an exceptional, ground-breaking opportunity to change the life paths of our most vulnerable, at-risk children and tackle the achievement gap before it begins. This unique public-private partnership brings together the NYC Department of Education (DOE), NYC Administration for Children Services (ACS), SCO Family of Services, and a wide range of local organizations shaping the Leadership Institute for current and aspiring Directors. FirstStepNYC, a demonstration project with an emphasis on both early childhood and adult leadership development will advance citywide efforts to ensure all children enter kindergarten on a path to be college and career ready by the time they graduate our schools. A Director will oversee the entire program including the birth-5 children’s center and Leadership Institute. Two Associate Directors will report to that Director, one leading the center, the other the Leadership Institute.

NYC will draw from the rigorously evaluated national model, the Educare Learning Network, a partnership between the Ounce of Prevention Fund and The Buffet Early Childhood Fund, which has shown to be effective in preparing at-risk children for school and keeping parents/caregivers involved through elementary school.

First StepNYC will house the **Early Education Leadership Institute**, for Directors leading early childhood programs in NYC's highest need communities. Developed with the guidance of a prestigious and expert Advisory Group, the Leadership Institute will create a systematic approach to developing a pipeline of early childhood leaders for positions within a policy environment of increased accountability and instructional quality expectations aligned to the Common Core and ensure all children enter kindergarten ready for school and on a path towards college and career readiness.

<b>Position: Associate Director – Leadership Institute</b>
Department: Early Childhood
Location: Brownsville, New York
Hours: 35 Hours/Week; Exempt
Reports to: Director – First StepNYC



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#### RESPONSIBILITIES:

- Establish the institute
  - a. Facilitate start-up of the Leadership Institute, designed to ensure that early childhood programs in high needs areas have the most effective and high-quality leaders
  - b. Refine vision and overarching goals
- Develop and oversee execution of full spectrum of programs, services, and related materials in collaboration with a team of consultants focused on
  - a. Supporting existing directors in realizing their full potential as early childhood education leaders
  - b. Providing support and growth opportunities for teachers with demonstrated leadership potential /recommendations from participating directors in becoming site leaders
  - c. Cultivating a broad range of individuals new to the field with demonstrated leadership potential
- Recruit participants for full spectrum of programs and services by
  - a. Defining criteria for selection of participating directors, teachers, and other aspiring directors
  - b. Developing recruitment plan and overseeing execution for all participants
  - c. Developing and maintaining partnerships with government agencies, community based organizations, universities and social entrepreneurship organizations
- Evaluate effectiveness of the Leadership Institute by
  - a. Formalizing and measuring the effectiveness of the coaching/mentoring model
  - b. Coordinating and collaborating with research partners to ensure full implementation and effective documentation
- Participate as part of the FirstStepNYC leadership team on
  - a. Reviewing results of the program as a whole and strategizing around improvements as necessary
  - b. Maintaining and refining a system of reflective supervision and performance evaluation in support of relationship-based work
  - c. Creating a culture of outcomes-based practice and spur progress and effectiveness of programs as a whole
  - d. Creating specific programming opportunities to develop teachers from FirstStepNYC and other SCO early childhood programs (i.e. panels, mentorships, fellowships, etc.)
- Manage the Leadership Institute Advisory board by
  - a. Regularly updating the group on programming
  - b. Partnering with specific members as needed to advance Institute goals
  - c. Responding to inquiries, feedback, and suggestions for further programmatic refinements and cultivation of new strategies on an ongoing basis
  - d. Expanding the group as appropriate to advance Institute goals

Perform other duties as assigned

All components should include management of staff, consultants, and key relationships, development of internal/external communications, and development of linkages between leadership institute and FirstStepNYC B-5 center.

#### QUALIFICATIONS AND SKILLS:

- Master's Degree in Early Childhood Education or other related field
- Extensive early childhood program and/or policy experience



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- Experience with professional development and talent acquisition
- Demonstrated leadership abilities to utilize reflective supervision
- Leadership experience in multi-cultural environments serving vulnerable or underserved populations
- Ability to utilize and provide reflective supervision
- Proficiency in multiple software applications, including most Microsoft Office products
- Commitment to the mission and programs of SCO Family of Services
- Possess and demonstrate a strong belief in people's ability to grow and change; forge a mutually respectful partnership with persons served and their families
- Excellent interpersonal and communications skills, both oral and written
- Diligent; Strong time management skills
- Demonstrated effectiveness working on and contributing to teams

SCO Family of Services offers competitive salaries and a comprehensive benefits package.

***To apply for this position:***

*Please send resume, cover letter, and salary requirements to [FirstStepNYC@sco.org](mailto:FirstStepNYC@sco.org) and include the job title you are applying for in the subject line. While every application will be reviewed, only applicants being considered for the next step in the recruitment process will be contacted. No phone calls please.*