IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: IRCO Preschool Director
WAGE: $50,000 - $55,000 per year
LOCATION: IRCO Preschool, Beaverton, OR
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Preschool Promise & Preschool Legacy
OPENING DATE: September 1, 2020
CLOSING DATE: Open until filled

REQUIREMENTS:
Any combination of education and experience that demonstrates the ability to perform the duties of the position would qualify. This would typically include:

• Associates Degree in early childhood field/Step 9 equivalent in Oregon Registry required; Bachelor of Arts (BA) in early childhood field/Step 10 equivalent in Oregon Registry preferred
• Minimum two (2) years’ experience in management/supervision
• Minimum 1 year managing complex budgets
• Experiencing operating or managing a preschool preferred
• Strong cultural competency and intercultural communication skills
• Ability to work independently while also leading staff in a collaborative manner
• Knowledge and understanding of immigrant and refugee cultures and local populations
• Bilingual in English and a second language preferred, and experience and ability to work in multi-cultural environment and communicate clearly orally and in writing
• Proficient in Microsoft Office including Word, Excel, Access and Power Point
• Ability to pass an extensive criminal background check

GENERAL POSITION SUMMARY:
The Preschool Director is responsible for all aspects of the new IRCO Preschool program, including educational quality, child and teacher safety, parent engagement, budgeting and reporting. As this is a new IRCO initiative, the first months after hire will involve significant planning, decision-making around program structure and curriculum, budgeting, hiring and training. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. Must be able to work positively within a parent-participation school environment and promote an atmosphere of community and cooperation among all interested parties.
ESSENTIAL FUNCTIONS:

- Maintain balanced budget and oversee monthly expenditures
- Take on all supervisory responsibilities for IRCO Preschool staff, including hiring and terminations
- Oversee and assist the Preschool Staff in administering, planning and evaluating activities and lesson plans that promote developmentally appropriate, culturally responsive, and pro-social/emotional learning
- Oversee family engagement activities, dual generation programming, and resource/referral services
- Train and supervise the Preschool Staff by holding regular meetings and assisting in the classroom when necessary. Model appropriate teaching and interactions on an on-going basis with children
- Plan, organize, coordinate, and promote professional development and training with an eye to continuous quality improvement
- Facilitate program participation in CLASS observations and Early Childhood Environment Rating Scale evaluations
- Regularly monitor staff performance and provide coaching or mentoring for performance improvement and development. Promote a positive employee relations environment
- Arrange for substitute help for the Preschool Staff (and serve as a substitute as needed)
- Model expected learning and behavioral skills for students. Design and implement Positive Behavior Intervention and Supports (PBIS) practices to promote positive behavior and social skills
- Adhere to the NAEYC professional code of conduct, and hold preschool staff accountable for doing so
- Determine staff schedules & assign responsibilities
- Ensure preschool has all necessary supplies and keep up-to-date inventory
- Ensure compliance with licensing requirements. Serve as the primary point of contact with all governmental and regulatory bodies in connection with the Preschool
- Plan and implement health and safety programs including universal health precautions, emergency procedures, and facility and equipment safety
- Manage all aspects of student admissions and enrollment
- Keep and maintain full and complete records pertaining to the administration and operation of the Preschool
- Ensure connectivity between the IRCO Preschool and other IRCO programs and services through regular meetings and engagement with IRCO senior leadership and management
- Encourage feedback regarding Preschool programs and activities and oversee ongoing and annual evaluation of the school
- Participate in professional development opportunities
JOB SPECIFIC QUALIFICATIONS:

- Knowledge of developmentally appropriate and inquiry-based curriculum, preschool assessments, interactions and environments
- Skills interacting with small children and their families
- Associates Degree in early childhood field/Step 9 equivalent in Oregon Registry required; Bachelor of Arts (BA) in early childhood field/Step 10 equivalent in Oregon Registry preferred
- Minimum two (2) years’ experience in management/supervision
- Minimum 1 year managing complex budgets
- Experiencing operating or managing a preschool preferred
- Ability to pass an extensive criminal background check

KNOWLEDGE:

Education: Bachelor's Degree (4)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required: N/A
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

SKILLS:

Communication:
Frequent communication inside and outside the organization to communicate organizational direction (7)
Creativity:
Regular need to design and develop single program (work unit) functions and related processes and procedures (5)

EFFORT:

Mental:
There is a regular need for assessment of risk, analysis of options and decisions without complete information (5)
Physical:
Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. Positions with regular responsibility for driving are to be placed at least at this level (3)

RESPONSIBILITY:

Impact and Influence:
Positions at this level have an on-going impact on organization operations, program outcomes, expense or budgetary outcomes. Program and policy development, which could be significant, is also part of the job responsibilities. (5)
Work Independence:
Positions perform with a high degree of independence. Work is reviewed on an as-needed basis. Errors or omissions may not be identified internally. Guidance is available upon request. Work requires extensive decision-making (5)

Planning:
Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required (3)

Supervision:
Responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, etc. (5)

WORKING CONDITIONS:

Environment:
There is a moderately low level of personal risk encountered. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions with angry or hostile people (3)

Schedule:
The work schedule occasionally fluctuates based on organization or customer needs. This fluctuation may occur with or without prior notice. (3)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER

Page 4 of 4