### Job Opportunities
**University of the District of Columbia (UDC)**

**Position:** Assistant Director /Teacher  
**Announcement Number:** 07-80  
**Salary Range:** AD-1710-09/01-07, $39,883-$49,123 Per Annum  
**Location:** Van Ness Campus  
**Date:** 11-05-07  
**Closing Date:** Open Until Filled  
**Areas of Consideration:** District-wide  
**Responsible to:** Chairperson, Department of Education  
College of Arts and Sciences  
Vice President, Academic Affairs

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**Brief Description of Duties**

Plans and delivers comprehensive child care services to assigned children and their families based on NAEYC’s developmentally appropriate practice and Head Start Performance Standards.

Implements and monitors a comprehensive education curriculum based on cognitive development theory; assists with program evaluation and child conduct assessments.

Assumes supervisory duties in the absence of the Center Director; assists in evaluation reviews.

Maintains necessary program records and shares significant information with supervisors and parents.

Attends meetings and conferences of professional organizations appropriate for early childhood educators, and attends in-service training when offered.

**Qualifications Required**

A bachelor’s degree from an accredited college or university with at least fifteen (15) credit hours in early childhood education or early childhood development and at least one (1) year of specialized supervisory experience working with young children in a licensed District of Columbia Child Development Center of its equivalent in another jurisdiction; or an equivalent combination of education and experience. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work position as described above.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit UDC application and résumé to:

Ms. Isabelle McMillian  
University of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-9  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008