

Cardinal McCloskey Community Services
Job Description

Job title: Educational Director	FLSA status: Exempt
Department: Early Childhood Education Division	Reports to: Administrative Director of Staff Support
Job Grade:	Date Description Written or Revised: 1/31/2019

Education Director Head Start/Early Learn/UPK (ECE)

Position Summary: Within policy guidelines established by the Board of Directors, the terms of the Purchase of Service Agreement, licensing requirements and any requirements set forth in labor agreements to which the Board may be a party, the director is responsible for overall administration and supervision of the ECE site. The Education Director is responsible for working cooperatively with the Site Director to assume all administrative duties that will contribute to the successful operation of the center. These responsibilities shall include; providing daily oversight of all aspects of the early childhood program, supervision of staff, ensuring compliance of UPK; Head Start Performance Standards and/or ACS Early Learn; NYC Department of Health regulations; and adherence to OSHA guidelines and regulations. All responsibilities should be completed collaboratively with the Site Director.

Position Responsibilities:

- Effectively plan the day-to-day operations of the program. When applicable work in collaboration with Site Director.
- Demonstrate leadership qualities and judgment in order to provide oversight of all program activities, and ensure that they are reflective of the needs of the population being served.
- Create and maintain a professional relationship with staff and a positive center environment that successfully engages staff, knowledge of the particular job of each staff member and its relationship to the whole program.
- Provide adequate supervision of staff through daily check-ins and scheduled meetings.
- Maintaining a program that meets the physical, intellectual and social emotional needs of each child.
- Help staff acquire the understanding and skills needed to effectively maintain a high quality services for the children and families.
- Work collaboratively with the Site Director to maintain high quality standards for children and families through monitoring of child files.
- Monitor the progress of staff's work plans, and adherence to the policies and procedures of the Early Childhood Education Division as well as city, state, and federal standards and regulations.
- Submit all Disabilities and Educational reports in a timely fashion to the appropriate staff.
- Monitor the completion of educational home visits, anecdotal observations, lesson plans, long/short term goals, progress reports, children's portfolios, and all educational items for children and utilizes information for program planning and individualizing.

- Create and meet with the School Readiness Goals committee biannually to develop School Readiness Goals.
- Conduct classroom observations of teaching practices; provide feedback to teaching staff of observations.
- Participate in Practice Based Coaching through the use of the CLASS tool. Meet with educational staff after each CLASS observation with feedback and suggestions for improvement.
- Follow up on all ECERS reports.
- Be present for all DOE visits. Address all concerns immediately and follow up with DOE staff.
- Assign the task of opening the site, final walk through to ensure that all staff have left the building safely and closing the site to a staff member and follow up daily that this completed.
- Maintain Aspire website information, if necessary.
- Work with Administrative Director of Pre K For All and Special Education to ensure UPK children's information is entered into required system (Vendor Portal) in a timely manner
- Conduct daily walk through of classrooms.
- When appropriate, plan, develop, and implement in-service training for the staff about current developments in ECE.
- Schedule classroom educational trips.
- Requisition and monitor the supplies necessary for the operation of the classrooms and playground.
- Monitor and track all educational staff credentials.
- Conduct monthly meetings with educational staff and maintain communication with Mental Health Consultants.
- Provide oversight of parent and staff meetings.
- Oversee and input all required information into ECED identified data system.
- Participate in the planning, coordination, evaluation and implementation of the overall Head Start program as well share in the executive responsibility of the overall direction of Head Start.
- Assist the Management team in the interviewing, evaluation and recommendation of applicants for employment.
- Upon request, represent the management team at meetings and conferences pertinent to the ECE Division.
- Provide oversight for any volunteers and interns in conjunction with coordinators and other delegated persons.
- Plan, organize, and monitor the recruitment of children and families to meet and maintain full enrollment.
- Monitor and update all licensing information which may include applying to renew license when necessary.
- Outreach to members within the community to develop partnerships that will support program development and the delivery of high quality services.
- Collaborate with the Site Director to share the goals and philosophy of the Early Childhood Education Division with community agencies such as local schools, community boards, social services and mental health agencies, and healthcare organizations.

- Other related duties, as needed, or assigned, including full assumption of the center in the absence of the Site Director.
- Participate in the One Page Plan (OPP) process to evaluate staff.
- Participate in the Quarterly Planning meetings for the agency and recommending changes in policy and procedures.
- Perform any other duties as assigned by the management team and Senior Vice President of the ECE Division.
- All schedules and responsibilities are subject to change at any time to meet the needs of the agency.

Essential skills, experience, licensure, certification:

- Valid New York State Teacher's Certificate Professional/Initial (or equivalent certificate from another state, which is recognized by the New York State of Education) Birth – 2 or Nursery – 6.
- Master's or Bachelor's degree must be in Early Childhood Education.
- Course work or Credential in School Building Leadership or Administration.
- Two years group teacher's experience plus academic course work pertinent to the appropriate age levels.
- A minimum of 3-5 years administrative experience in early childhood.
- Knowledge of Head Start Performance standards, EarlyLearn/ACS ECE requirements, DOHMH licensing and DOE UPK.
- Excellent written and oral skills.

Essential Job Function:

- Demonstrate leadership qualities, mature judgment, and the ability to work cooperatively with people.
- Ability to establish and maintain professional relationships and sound educational programs; to be articulate, pleasant and resourceful
- Willingness to utilize any training available to improve administrative and supervisory skills, as well as understanding of fiscal and budgetary management.
- Excellent time management skills

Reporting to the Position:

- Teachers
- Assistant Teachers
- Teacher Aides
- Substitutes

General sign-off: The employee is expected to:

- Adhere to Cardinal McCloskey Community Services' policies and procedures
- Perform duties as workload necessitates
- Communicate regularly with supervisor about department issues
- Demonstrate flexible and efficient time management and ability to prioritize workload
- Consistently report to work on time prepared to perform duties of position

- Meet department productivity standards
- Relate to other employees beyond giving and receiving instructions
- Get along with co-workers or peers without exhibiting behavioral extremes
- Perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others
- Respond appropriately to criticism from a supervisor

CMCS is committed to the practice of trauma-informed care in accordance with the tenets of Sanctuary through utilizing the SELF framework for Sanctuary practice and promulgating Sanctuary training and trauma-informed clinical treatment.

I have read and understand the description of this job.

Print Name: _____

Signature: _____

Date: _____