

Director -In Training

A Child's Place

East Elmhurst, NY

Program Director

Posted on October 3, 2018

Job Description

As the Director-in-Training chosen candidate will have on the job training to: Assist in managing staff and oversee day to day planning, organizing and implementation of UPK, infants and toddler nurturing/education programs. Offer direction to staff, meet with parents and provide problem resolution. Assist in developing curriculum, review of lesson plans and ensure the school meets government guidelines. Demonstrates leadership skills, professional demeanor and excellent image of company. Must be reliable and have excellent communication skills.

Responsibilities

Ensure daily coverage of classrooms. Determine a timeline for the work to be completed based on schedule and monitors staff for effectiveness. Provides information and updates to Director regarding classroom management, parental concerns, coverage, incidents and performance. Make recommendations to Director to further progress and development of staff and services. Plan, develop and produce curriculum materials, processes and best practices that are acknowledged to be highly effective in improving student outcomes. Coordinate the review/assessment of current curriculum to ensure that course/program is meeting intended objectives and requirements. Conduct weekly staff meetings. Prepare reports for Director as required.

Qualifications

Must have a Master Degree in Early Childhood Education and be certified. Birth-6. At least one year of teaching experience.

Ability to use strong judgment and able to multi task. Must be punctual and reliable.

Application Instructions

Contact information:

Send resume and cover letter to: donna.achildsplacetoo@gmail.com

A Child's Place

32-20 108 Street

East Elmhurst, NY 11369

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