Career Development Center
New York Early Childhood Professional Development Institute

Early Childhood Programs Director

82nd Street Academics

Jackson Heights, NY

Program Director

Posted on September 2, 2019

Job Description

82nd Street Academics - a Pre School, Pre K and After School Center located in Jackson Heights, NY is seeking a full-time Educational Director for its Early Childhood Programs. These include Pre-School (2's and 3's) and Pre-K for All services.

A *little* about us:

The mission of 82nd Street Academics is to complement public education so that students in New York City, regardless of home language, have access to quality public higher education. We are dedicated to helping children transition into their early years of school. Our teachers provide meaningful instruction that is full of hands-on experiences and exploration. We believe that early childhood education is the foundation for college completion, empowering our students to take joy in a life of learning! Our teachers are hired, trained and coached by the Education Director.

A *little* about why you should consider 82nd Street Academics:

-Our educational staff members are energetic and amazing! Have you ever thought of creating an indoor jungle? What about a farm? Our staff take our learning themes and really do it all.

-Our families are invested in their child's learning. If you're looking to work for a place where families really care, you've found it!

-We are a great place to grow! We've increased in size every year for the last three years. If you have special gifts that you bring to this position, we are a great place to develop and use them. Everyone has an impact on our students' journey to college.

- Our 3 promises for Early Childhood families include - Delighting students, Facilitating family moments, and Exploring learning mysteries. It's an amazing experience for children.

Position Details:

*Monday- Friday 7:30am-4:30pm
*Year-round position, with smaller programs running in the summer months

*Health insurance offered

*Transit benefit offered

*Vacation and sick time included – success with this position in the first year leads to generous vacation time packages.

*Job Type: Full-time with 13 paid holidays

*Salary is competitive and ranges from $68,000-$75,000 per year depending on previous experience and level of education.

Responsibilities

A *little* about Who we are looking for:

As Educational Director, you support the teaching teams of our 2 & 3-year-old and 4-year-old programs. This includes meeting weekly with staff to plan, following through with classroom needs and conducting frequent observations with feedback. All programs are regulated by the Department of Health and our 4-year-old program is a Pre-K for All, funded by the Department of Education. The director acts as a liaison for these agencies. Approximately 200 students attend the Early Childhood programs.

The Educational Director supports a creative team of educators, and ensures the maintenance of compliance of regulatory agencies, and encourages a rigorous curriculum centered on student needs. Organization is a must! Family and community outreach, as well as an enthusiastic attitude toward work and coworkers, is the key to success in this position. The Educational Director meets weekly with the other directors to share and learn strategies for improving program. These weekly meetings are also a time to celebrate success and build managerial relationships!

If you have leadership qualities, are a good listener and can add value to our wonderful school; we want to hear from you! Please submit your cover letter and resume.

Qualifications

Requirements:

*Master's degree in Early Childhood Education or related field

*Professional certification in Early Childhood

*At least 2 years of teaching experience in an early childhood classroom or related

*At least 2 years of supervisory experience

*Knowledge of Microsoft Office, Word and Excel a must

*Bilingual fluency in Bengali, Mandarin, Tibetan or Spanish – fluency in one of these target languages is required.

Application Instructions

Please review the qualifications for this position before responding. We welcome qualified candidates to apply by sending their resume and cover letter to: jobs@82ndst.com. Reference this posting in your email so we know you are part of the PDI community!

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