

Certified Head Teacher

i Bear Daycare Center

Flushing, NY

Teacher

Posted on September 10, 2019

Job Description

A preschool in Flushing, Queens is looking for a NY certified (B-Grade 2) Head Teacher with a minimum of 2 years experience working with children under 6 years of age.

Responsibilities

Responsibilities include, and are not limited to the following:

1) Program Administration

- Assume responsibilities for the daily operations of the center's child care program
- Act as liaison for the ownership, staff, families and New York City/State agencies
- Provide community outreach, involvement with relevant organizations and early childhood educational programs
- Maintain and uphold both city and state compliances, rules and regulations as required regarding policies, practices, protocols and procedures

2) Program Operations

- Supervise all instructional and non-instructional staff and volunteers
- Develop work calendar and schedule for instructional, non-instructional personnel and office staff
- Post and maintain a current calendar of program activities
- Manage and monitor communication with parents and families

3) Program Development

- Remain current on issues and trends in early childhood education
- A demonstrated and working knowledge of the Creative
- Monitor instructional staff professional development
- Encourage and provide support and opportunities for team building and staff collaboration
- Provide and guide the vision for program improvements, development and change
- Implement strategies to recruit and maintain enrollment

4) Office Supervision

Supervision of office staff responsibilities including and not limited to:

- Program supply maintenance
- Student records
- School Pictures & Step-Up Class planning and arranging

5) Program Supervision

- Compose and distribute weekly staff notes for informational purposes to all staff regarding current center and program information
- Conduct monthly staff meetings
- Provide in-house staff development trainings
- Share and provide resources for external mandated staff trainings as required (30/15 hours every 24 months)
- Evaluate all instructional staff on a semi-annual basis, or as needed
- Collect and review lesson plans for all groups
- Maintain staff records
- Conduct interviews for potential candidates
- Provide on-going professional support for all instructional staff
- Maintain a visible presence to all staff, children, center parents and families

Required Professional Skills-It is expected that all potential candidates:

- Possess excellent oral and written communication skills
- Possess strong organizational skills

- Have the ability, understanding and experience to manage the complexities of a large and expanding preschool program
- Have the ability to establish and maintain good interpersonal relationships with all city and state agency representatives, staff, children, parents and families

Qualifications

Qualifications For The Educational Director Position As Required In Accordance With NYC DOHMH Bureau of Child Care- Article 47 (47.13)(3):

- A Baccalaureate Degree in early childhood education or related field of study and State Education Department teacher Certification;(Pending Status accepted awaiting State Education Department confirmation) OR
- Equivalent Certification from a public or private certifying or teacher accrediting organization or agency granted reciprocity by the State Education Department; and
- At least two years of experience as a group teacher in a program for children under six years of age

Application Instructions

Please apply by sending a cover letter and resume to:

catherineRcruz@gmail.com

and

ibeardaycare@gmail.com

Additional Information

Please note this is a full-time position.