

# **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 thefollowing:

- 1) Program Administration
- Assume responsibilities for the daily operations of thecenter's child care program
- Act as liaison for the ownership, staff, families and NewYork City/State agencies
- Provide community outreach, involvement with relevantorganizations and early childhood educational programs
- Maintain and uphold both city and state compliances, rulesand regulations as required regarding policies, practices, protocols and procedures
- 2) Program Operations
- Supervise all instructional and non-instructional staffand 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 childhoodeducation
- A demonstrated and working knowledge of the Creative
- Monitor instructional staff professional development
- Encourage and provide support and opportunities for teambuilding 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 forinformational purposes to all staff regarding current center and programinformation
- Conduct monthly staff meetings
- Provide in-house staff development trainings
- Share and provide resources for external mandated stafftrainings as required (30/15 hours every 24months)
- 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 allinstructional staff
- Maintain a visible presence to all staff, children, centerparents 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 managethe complexities of a large and expanding preschool program

 Have the ability to establish and maintain goodinterpersonal 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 bythe State Education Department; and

 At least two years of experience as a group teacher in aprogram 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.

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