Career Development Center
New York Early Childhood Professional Development Institute

Director Of Early Education

Homes for the Homeless

Bronx, NY

Program Director

Posted on February 24, 2020

Job Description

Homes for the Homeless, Inc is searching for a Director of Early Education for a new residence for families with children experiencing homelessness, opening in the Soundview neighborhood of the Bronx. The Director will manage our daycare and Pre-K center. Qualified candidates will have experience working with high-needs children and must be able to thoughtfully and creatively address the needs of the families we serve. This position is an excellent opportunity for an enthusiastic childcare and education professional to fully develop a high-quality program that meets the needs of a high-risk, vulnerable population.

About Homes for the Homeless:

Homes for the Homeless, Inc. (HFH) is a non-profit social services organization operating family shelters throughout NYC that serve as a hub of opportunity for families both residing in shelter as well as those in the neighboring community. On-site programs range from childcare, early childhood education centers, after-school clubs and programs, and youth recreation activities, such as sports teams, to housing assistance, case management, parenting workshops, career and job vocational training, support groups and substance abuse assistance, and family engagement and recreation events for the whole family.

Responsibilities

- Manage a team comprised of a Head Teacher, Assistant Teacher, Daycare Helper, and Enrollment Specialist.
- Oversee a classroom of up to 20 children between 2-6 years old if Head teacher is unavailable.

- Lead staff recruitment and student enrollment efforts.
- Spearhead curriculum development and daily lesson planning alongside Head Teacher.
- Collaborate with administration and other department directors regarding child and family progress assessments and needs.
- Coordinate with administration for staff training, development, and background check clearances.
- Provide reports to agency administrators and program funders as needed.
- Liaise with appropriate City agencies including DOE, DOH, and ACS.

Qualifications

- At least two years of lead teacher experience in a program for children less than six years of age
- NYS teaching certification and BA/BS degree in Early Childhood Education or related field of study.
- Demonstrated supervisory experience.
- Ability to effectively lead a team and coordinate with other department directors as needed.
- Enthusiasm and a positive, strengths-based approach to program management and development.
- Must be able to pass a multi-stage background investigation which includes employment history and criminal background check.
- Sensitivity and awareness while working with homeless and vulnerable populations.
- Ability to lift 40 or more pounds.
- Ability to sit on the floor, bend down, and pick up children throughout the course of an eight-hour shift.

Application Instructions

Please apply online for Director of Early Education

Additional Information

COMPENSATION/EEO: In order to attract and retain a high-performance workforce, Homes for the Homeless offers a dynamic and rewarding work environment, with a focus on ensuring an appropriate work-life balance. In addition to a competitive salary, we provide excellent benefits

including comprehensive health insurance (including medical, dental, and vision), an employee-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program, 3 weeks paid vacation, and ample personal and sick leave. Homes for the Homeless is committed to promoting an inclusive organizational environment of dignity and respect. We are an Equal Opportunity Employer (EEO) committed to equal treatment, and prohibit any form of discrimination or harassment based on age, race, religion, creed, color, national origin, sexual orientation, veteran or military status, sex (including pregnancy, childbirth and related medical conditions), gender (including gender identity and gender expression), disability, predisposing genetic characteristics, marital status, arrest or conviction, domestic violence victim status, familial status, or any other basis that would be in violation of any applicable federal, state, or local law.

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