

Assistant Education Director

Kingsbridge Heights Community Center

Bronx, NY

Coach / PD Provider

Posted on March 3, 2020

Job Description

The Assistant Education/Site Director is responsible for the day to day operation of the center. She/he works collaboratively with the Site/Education Director and Family and Community Partnership Coordinator in reaching site's enrollment, implementing the agency approved curriculum and ensuring the maximum development of each child's physical, educational, nutritional, and mental needs in a safe and culturally sensitive learning environment.

Responsibilities

In conjunction with the Education/Site Director provide daily direct supervision to all Education staff

Use instructional leadership techniques that improve teacher practice and teacher engagement with students

Monitor the implementation of the curriculum through daily formal/informal classroom observations, monthly supervisory meetings, team meetings and annual evaluations

Implement changes in instruction through daily and weekly supervision as guided by positive child outcomes

In partnership with the Education/Site Director, serves as a resource person to all staff in analyzing child outcomes

Assist teaching staff and families daily in the implementation of the approved curriculum that is consistent and aligned with the Head Start Performance Standards, Head Start Child Development and Early Learning Framework and New York State Pre-Kindergarten Foundation for the Common Core

Support teaching staff in meeting quarterly checkpoint deadlines and other requirements

Monitor and support staff as they follow procedures related to compliance with health and safety and licensing requirements from Department of Health

Do the daily walk through of health and safety of the building

In conjunction with the Family Services Coordinator ensure that the program serves the number of eligible children for which it is funded and meet the 10% Federal requirement of special needs children based on their IEP/IFSP

Utilize current trends and research in Early Childhood Education in meeting curriculum goals and in serving families

Help promote individualization and small group activities as experiences to broaden children's learning and progress

In partnership with Family Services Coordinator and Family Workers keep and maintain all records of children and staff in a well secured storage area

Together with FSC and other supervisors, lead and facilitate a monthly continuing professional development of all staff as part of the commitment to excellence and quality education

Coordinate with Family Service Coordinator and agency consultants in providing comprehensive services to families

In coordination with FSC, monitor all incidents and accident reports and implement agency's established procedure of handling cases of suspected or known child abuse or neglect

Monitor all incident and accident reports

Attend all regular, special meetings, committee meetings and monthly In-Service trainings

Together with the Family Service Coordinator, submit accurate monthly reports and statistical data of center activities as per time

Support child and family wellness through collaboration with FSC, all agency consultants and members of the multi-disciplinary team

Establish collaboration and partnership with immediate community agencies and other stakeholders

Transition children to Kindergarten in collaboration with charter/feeder schools, Board of Education and the Committee on Special Education.

Qualifications

- **New York State Teacher's Certificate Professional/Initial) Birth - 2 -grade**
- **Master's or Bachelor's degree must be in Early Childhood Education.**
- **Two years group teacher's experience plus academic course work pertinent to the appropriate age levels.**
- **Knowledge of Head Start Performance standards, EarlyLearn/ACS ECE requirements, DOHMH licensing and DOE UPK.**
- **Excellent written and oral skills.**

Application Instructions

Please reach out to Marisol Rios, Director of ECS at:

Email: mrios@khcc-nyc.org

Tel: **718-884-0700 ext. 156**

Additional Information

We offer competitive salaries and a comprehensive benefits package.

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