

# Early Childhood Service/ Early Head Start Education Director

Kingsbridge Heights Community Center

New York, NY

Program Director

Posted on March 28, 2020

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## Job Description

**The ECS Education Director is responsible for providing educational services as well as the overall management of high quality comprehensive educational services to all infants and toddlers and their families enrolled in the Early Head Start and ELNY Programs.**

## Responsibilities

- Manages the implementation and compliance of providing KHCC's Early Head Start/ELNY programs, including practice-based coaching for all education staff serving Locally Designed Home Visiting (with Center-based socialization), Family Child Care Options according to Head Start Standards
- Reports to the Early Childhood Services Director and work in coordination with the Director of the Family Childcare, EHS Home Visitors, and ELNY Educational team
- Leads EHS/ELNY Education Staff in developing and applying the curriculum for daily infant/toddler activities ensuring individualized activities per each ability and need
- Responsible for all; EHS lesson plans and data (observation, lesson plans, checkpoints, family conference forms), also reporting and compliance
- Implements Head Start Program Performance Standards in day to day program operations
- Directly responsible for communication to the Office of Head Start on behalf of KHCC
- Ensuring all classroom and child care center environments are meeting regulations
- Assist in the developmental screening of infants and toddlers if necessary

- Provides oversight of all assessments of individual children and ensures ongoing program quality improvement
- Ensure maximum parent involvement through the organization of class meetings, parent conferences, and parent volunteer's
- Directly supports ECS Director in the development and implementation of program goals and staff training plans
- Represent program in community and board meetings, workshops, and conferences as needed
- Attends, participates, and runs weekly interdisciplinary teams for each program option, ensuring team effectiveness, cohesion on ongoing learning
- Conduct parent meetings and training for both options as needed
- Conduct regular FCC Providers Sites Visits
- Conduct regular review of Home Visit
- Conduct training for family childcare providers and support FCC Director as necessary
- Participates and present in available training opportunities (in service, conferences)
- Any other duties as assigned by the supervisor
- Hours: Monday – Friday: 8:00 am - 4:00 pm [Hours subject to change based on program needs]

## **Qualifications**

- Must be authorized to work for any employer in the US
- Willing to undergo a background check in accordance with federal, state and local laws
- Master degree in Early Childhood Education required
- NYS Teaching License birth to 2nd grade
- Early Head Start/Head Start experience preferred
- Experience in working with family childcare system strongly preferred
- Experience in working with Special Needs Population a plus

## **Application Instructions**

Please send resume to: "hr-recruiter@khcc-nyc.org"

or

apply on indeed "https://www.indeed.com/job/early-childhood-service-early-head-start-education-director-902b32523c90fc94"

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