

# Assistant Educational Director

Sheltering Arms Children and Family Services, Inc.

Bronx, NY

Program Director

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## Job Description

*Sheltering Arms strengthens the education, wellbeing, and development of high-need children, adults, and families across the New York metro area. We serve nearly 20,000 people a year from the South Bronx to Far Rockaway. Through compassion, innovation, and partnership, we respond to our community's greatest needs and enable individuals to reach the greatest heights of their potential. Joining our team is an opportunity to collaborate with hundreds of dedicated colleagues who represent diverse backgrounds and talents as we work together to make a measurable impact for our neighbors in need. Every role at Sheltering Arms brings with it new opportunities for advancement and development so that team members can achieve their professional goals while helping others reach for theirs.*

The Assistant Educational Director is responsible for providing support to the Educational Director in all areas of program operations for high volume Early Childcare Centers. In addition, the Assistant Education Director works in conjunction with the Educational Director to use reflective supervision to support staff in their interactions with children and families in general Day Care Classrooms. By utilizing best practices and through comprehensive support, the Assistant Educational Director supports staff in their efforts to provide an education-rich and developmentally appropriate classroom.

## Responsibilities

### Essential Functions:

- Directly assists the Educational Director with all components of operations.
- Conducts classroom observations of teachers and provides ongoing feedback

- Ensures that lesson plans reflect goals as defined within each child's individual developmental profiles
- Conducts workshops and training for staff based on evaluations and assessments in accordance with the Head Start Performance Standards
- Ensures that children are screen and referred, evaluated and able to access services in a timely manner in compliance with State and Federal Law
- Attends IEP meetings with the Disabilities Coordinator and assist families as needed. Ensures that parents are well aware of their parental rights and that information is shared in parent's dominant language
- Monitors disability services in the classrooms and ensures that teaching staff and service providers are working in concert to make sure that IEP goals are being implemented in the child's daily routine
- Provides regular written communication in the form of reports, memos and contact notes to ensure that the director, family services coordinator, and other consultant staff are well informed of each child's status and progress
- Submits reports to QI Department and Curriculum and Instruction Coordinator
- Develops and maintains good staff relationships, including awareness of the particular job of each staff member and its relationship to the whole.
- Sees that sanitary conditions are maintained and that plant is kept in good repair so that proper protection of the children is assured.
- Maintains a program that meets the emotional, physical, intellectual and social needs of the individual child and the group.
- Ensures that staff records behavior and progress of each child and utilizing these with staff for program planning and referrals, as needed.
- Helps staff maintain good continuing relationship with parents through informal contacts, planned conferences and appropriately shared information about children's progress.
- Remains familiar with resources of the community.
- Other related tasks that may be assigned.

## **Qualifications**

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- Master's Degree in Early Childhood Education

- Prior management experience preferred
- NYS teacher certification in Early Childhood Education
- Previous experience working with Pre-School aged children
- Bilingual Spanish/English Preferred
- First Aid and CPR trainings required and recertified as needed

## **Application Instructions**

To Apply please click the link below:

<http://jobs.shelteringarmsny.org/apply/5nztXGSbP0/Assistant-Educational-Director>

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