

Education Director

NY Kids Club and NY Preschool

New York, NY

Education Coordinator

Posted on November 12, 2020

Job Description

We are looking for a passionate Education Director to help us grow our well-round team of educators and drive our mission of instilling a life long love of learning. You will be responsible for overseeing and training the NY Preschool and Enrichment Team, manage our innovative curriculum and assist in the growth of the NY Kids Club and NY Preschool.

NY Kids Club is the premier children's enrichment center in New York. Our industry-renowned curriculum is cultivated by our creative, talented, forward-thinking teams. We set the standard for innovative, stimulating children's classes, preschool, day camps, birthday celebrations, and special events. NY Kids Club boasts a company culture that nurtures talent and promotes all high-performing team members on the basis of merit. We pride ourselves on an environment that calls for people who are fun-loving, have a great sense of humor, have pride in what they do and take their work seriously.

Responsibilities

- Oversee a team of enthusiastic instructors
- Lead instructors in the implementation of our unique and original curriculum
- Spearhead parent communication and establish strong relationships with our children/families
- Support enrollment initiatives designed to grow your school
- Support multiple classrooms and programs
- Work in collaboration with the Manager of Compliance to ensure city and state compliance.

- Establish efficient NY Preschool record-keeping processes, including health logs, required DOH paperwork, family communication documents, surveys, and PKA materials, and train all Directors and Managers on policies.
- Collaborate twice a month with the Education Director team and reflect on programming to ensure that we are taking all necessary steps to be current in our pedagogy, developmental benchmarks, and approach to learning
- Review the curriculum and enhance it by making any necessary adjustments
- Review assessment tools, the developmental trajectory across all ages, report writing and checklists for families
- Utilize time and attendance and additional systems
- Instruct up to 25 hours per week within home center and/or as n
- Additional duties as assigned by the Leadership Team

Qualifications

- Bachelor's degree in Early Childhood Education or related field
- Master's degree in Early Childhood Education or related field
- NY State Department of Education Teacher Certification in Early Childhood
- Education (birth-2) or (N, K, Grades 1-6)
- Minimum of two years of teaching experience in an Early Childhood Program
- 3-5 years of management/leadership experience
- Strong leadership, supervisory and hospitality skills
- Excellent administrative and organizational skills
- Commitment to the highest level of facility safety and cleanliness

Additional Information

- Competitive pay based on experience
- Eligibility for health, dental, vision and life insurance, 401(k)
- Excellent PTO program
- On-the-job training and ongoing professional development
- Career advancement opportunities
- Reduced gym-cost membership
- Access to preferred seating and special offers for top shows, attractions, theme parks, sporting events, movie tickets, hotels and much more through Plum Benefits
- Commuter benefits through TransitChek
- Company-wide events and team bonding activities
- Energetic and collaborative team environment