

# Assistant Director

Bay One Preschool

NY

Program Director

Posted on February 8, 2021

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## Job Description

1. STRONG INTERPERSONAL SKILLS
2. EXCELLENT WRITTEN & VERBAL COMMUNICATE SKILLS
3. EXCELLENT ORGANIZATIONAL, PROBLEM-SOLVING AND TIME MANAGEMENT SKILLS.
4. ASSIST THE DIRECTOR WITH PLANNING, MANAGING, MARKETING, AND DIRECTING PRESCHOOL.
5. TEACH AND MONITOR CHILDREN WHEN NEEDED...
6. SUPERVISE AND EVALUATE TEACHERS.
7. MAINTAIN CENTER PAPERWORK.

## Qualifications

\*BACHELOR'S DEGREE IN EARLY CHILDHOOD EDUCATION OR EQUIVALENT

\*DOE AND DOH FINGERPRINTED