

Education Director

The Joel Paul Group (Executive Search)

Richmond Hill, NY

Program Director

Posted on June 9, 2021

Job Description

The job responsibilities for this position include but are not limited to:

- Update the DAPC and the Governing Board about curriculum/assessment at your site
- Update Program Admin and Ed Dept. Directors about facilities, health and safety, meetings, and on-going events
- Work with Ed. Dept. Directors to review curriculum/assessment, classroom observations, meetings and daily on-going/events
- Update B'Above Administration on how the systems are working
- Work with the B'Above Admin to create more efficient systems for training new teachers and training teachers in Creative Curriculum
- Understand and implement the Head Start Performance Standards that apply to your position.
- Contact Parents, Teachers and staff on a monthly basis to ascertain services needs
- Do the health and safety inspection once per month at the site
- Work with Mental health / Wellness dept. to ensure support for children and families with behavioral and social/emotional needs
- Work with all the depts, and submit paperwork as necessary
- Train other staff on technology or other topics one requested learn new systems – including technology, record keeping, and ongoing monitoring
- Systems Supervision- Record Keeping
- Systems Supervision- Human Resources

Qualifications

A Master or Baccalaureate in early childhood education or related field of study

State education department teacher certification in early childhood education (B-2nd Gr Preferred)

Equivalent certification from a public or private certifying or a teacher accrediting organization or agency granted reciprocity by the state education Department;

At least two years of experience as a group teacher in a program for children under six

Application Instructions

To submit nominations or candidacies please contact:

Michael Rogovin, Senior Consultant michael@joelpaul.com

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All resumes must be submitted in Word format

Downloaded from Early Childhood Job Board on March 29, 2026

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