

Education Director

East Side House Settlement Head Start/Early Head Start Program

Bronx, NY

Other

Posted on April 29, 2022

Job Description

Duties include, but are not limited to the following key activities:

- The Education Director has additional responsibilities associated with management of single site. Responsibilities include reporting facilities issues, health/safety/nutritional services, coordination of children with special needs, oversight of family services, and supervision of teaching, family service and kitchen staff.
- The Education Director is responsible for curriculum development and continuity while supervising the educational staff of the agency including teachers, assistant teachers, parent volunteers, college interns, senior citizens and incorporating the concepts of early childhood education.
- He/she is also responsible for staff, parent's conferences and workshops, utilizing her skills, technique and expertise. The Education Director is expected to enhance the teaching ability of his/her staff while giving the parents greater insight to child development and the learning process as envisioned in the philosophy of Head Start. On a regular basis assign teacher to attend workshops, seminars and classes as deemed appropriate and are responsible for evaluating the teaching staff on a monthly basis and an annual basis.
- Reviews and analyzes monthly education, enrollment, special needs, study plan, and other reports to assist the needs of the site to ensure compliance of DOH/HSPS.
- Monitors the implementation of staff responsibilities through monthly supervisory meetings, site team meetings and the review of education files and ChildPlus.
- Through monthly meetings with class/site committees and specially developed parent groups, the Education Director services as a conduit for interaction and involvement of the parents into a positive role in program development as it relates to education.

- The Education Director assists in coordinating the recruitment and screening of new applicants, he/she must give careful consideration to seeing that ten percent of the new enrollees are categorized as Special Needs as per Federal Regulations. Ninety percent of the enrollment must fall within the poverty index.
- The Education Director is responsible for coordinating with the Family Services staff in an effort to see that all children are medically screened and appropriate treatment when necessary is obtained. The same applies for vision, hearing, dental screening and follow up. Through teacher conferences and personal classroom observation, the Education Director alongside the guidance of the Director of Educational Services and Mental Health Consultant will make the appropriate referrals in the areas of mental health and other special needs situations.
- The Education Director is responsible for the transition process from each age group (i.e. Early Head Start to Head Start, 3 year old classroom to 4 year old classroom and to kindergarten) with the support of the Family Services staff
- Monitors the implementation of curriculum and assessment tools.
- With regard to daily program operations, the Education Director in his/her supervisory role sees that each class is adequately staffed. In the absence of a teacher or assistant teacher, the Education Director shall select a parent, volunteer, or paid worker as per agency by-laws to substitute in the class. In the event such a person is not available the Education Director then becomes responsible for assuming the role of the teacher.
- In the absence of the Education Director, the certified teacher on site assumes the full responsibility and authority of the Director according to seniority.
- Attends scheduled staff meetings, In-Service Trainings, Educational meetings and other meetings requested by supervisor, Director or as it relates to education.
- Support community residents, parents and program participant's active involvement in agency community building efforts as well as complete tasks necessary to move these efforts forward including serving on community building committees as assigned by supervisor.
- Ensures safety as a priority in performing all job responsibilities.
- Ensure that the program meets agency, federal, state and local compliance regulations.
- Supervise teachers, instructional coach, cooking staff and family services staff.
- Serves on the Leadership Team and School Readiness Team.
- Develops policy and protocols for educational outcomes of children
- Additional responsibilities associated with management of a single site. Responsibilities include facilities management, health, safety, nutritional services, and coordination of service

to children with special needs, purchasing and personnel supervision.

Responsibilities

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Expected Hours of Work

This is a full-time, exempt position. Days and hours of work are Monday through Friday, 8:00 am to 4:00pm. Work days/hours are subject to change based on ESH's program needs.

Remote Work

ESH has determined that up to (0%) of this position can be remote due to COVID-19. Subject to change as public health conditions evolve.

Travel

Occasional travel is expected for this position.

Qualifications

Required Education and Experience

1. Baccalaureate degree/accredited college in Early Childhood Development/Education or related field; MA in Education/Early Childhood Education preferred
2. 1 year paid Administrative/Supervisory experience
3. Approval by Board and Policy Council
4. Certified permanent or initial Certification (N-6) from NYS Department of Education

Required Clearances

- Department of Investigation Background Check Clearance

- Department of Health Medical Clearance
- NYS Statewide Central Registry Clearance
- NYS Staff Exclusion List Clearance
- COVID Vaccine-As a recipient of Federal, State, and local funds, all staff are expected to be fully vaccinated or able to obtain vaccination before their start date

Application Instructions

To Apply

Visit our East Side House website: [**www.eastsidehouse.org/careers**](http://www.eastsidehouse.org/careers)

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