

Teacher Director

East Side House Settlement Head Start/Early Head Start Program

Bronx, NY

Other

Posted on April 29, 2022

Job Description

Essential Functions of Lead Teacher

Duties include, but are not limited to the following key activities for 80% of the working week:

- Supervise the overall function of the classroom.
- Enhance children's understanding of themselves as individuals and in relation to others by planning with the assistant teacher a flexible program which provides for individual, small group and large group activities.
- Developing children's social/emotional, physical, cognitive and adaptive skills.
- Observing, recording and assessing children's developmental growth throughout the school year through program assessments.
- Encourage children to solve problems, initiate activities, experiment, question and gain mastery through learning.
- Hold regular meetings with class team to discuss plans and evaluate progress of children.
- Preparing educational materials required to implement the daily activity plan.
- Maintaining an orderly physical environment conducive to optimal growth and development of children
- Attending and contributing to staff and parent meetings
- Sharing information appropriately with other center staff members
- Research curriculum for different methods and new activities for daily activities
- Schedule home visits and parent teacher conferences for the purpose of receiving parent input into program activities, and to familiarize parents with the curriculum so they can carry

out activities in their homes and reinforce the child's learning.

- Attend scheduled staff meetings, In-Service Trainings, educational meetings and other meetings requested by the Educational Director as it relates to role.
- Developing positive relationships with parents
- Following the approved plan by which information concerning the children and the program can be shared with parents.
- Attending and participating in group parent meetings as required
- Respecting the confidential nature of all information about parents and children
- Coordinate the involvement of parents in educational activities of the program by encouraging parent participation in the classroom.
- Use resources in the community to enhance the program.
- Ensure the safety and well-being of children/participants by being diligent in engagement, attentive to their needs, cognizance of surroundings, and capable of administering immediate assistance as needed.
- Responsible for curriculum planning with classroom teams.

Essential Functions of Teacher Director

Duties include, but are not limited to the following key activities for 20% of the working week outside of classroom time:

- The Teacher Director is responsible for curriculum development and continuity while supervising the educational staff of the site, including teachers, assistant teachers, parent volunteers, college interns, senior citizens and incorporating the concepts of early childhood education.
- They are responsible for staff, parent conferences and workshops, utilizing their skills, technique, and expertise. The Teacher Director is expected to enhance the teaching ability of their 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, they assign teachers to attend workshops, seminars and classes as deemed appropriate and they are responsible for evaluating the teaching staff on a monthly basis and an annual basis.
- Creates, reviews and analyzes monthly education reports to assist the needs of the site to ensure compliance of funding and regulatory entities.

- Responsible to supervise teaching staff, family service staff, and kitchen staff through monthly supervisory meetings, and site team meetings.
- Through monthly meetings with parent committees, and specially developed parent groups, the Teacher Director serves as a conduit for interaction and involvement of the parents into a positive role in program development as it relates to education and family engagement.
- The Teacher Director is responsible for working in collaboration with the Social Service Unit 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 Teacher 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 Teacher Director in conjunction with Social Service Unit is responsible for the transitioning from each age group to the next level being the following age group within the Head Start program, Charter School and Public- School system.
- Monitors the implementation of curriculum and assessment tools.
- With regards to daily program operations, the Teacher Director in his/her supervisory role sees that each class is adequately staffed in the absence of a teacher or assistant teacher.
- Attends scheduled staff meetings, In-Service Trainings, Educational meetings and other meetings requested by supervisor, Director or as it relates to education.
- Ensures safety as a priority in performing all job responsibilities. Ensure that the program meets agency, federal, state and local compliance regulations.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

Required Education and Experience

- Baccalaureate degree/accredited college in Early Childhood Development/Education or related field; MA in Education/Early Childhood Education preferred
- 1 year paid Administrative/Supervisory experience
- Certified permanent or initial Certification (N-6) from NYS Department of Education

Competencies:

1. Critical thinking, using data to modify/change teaching practices/patterns in the classroom
2. Imparting program vision to staff
3. Communicating effectively with staff and other agencies
4. Managing effective teams
5. Solving problems/making decisions

Required Clearances

- NYC Department of Investigation Comprehensive Background Clearance
- NYC Department of Health Medical Clearance
- NYS Statewide Central Registry Clearance
- NYS Staff Exclusion List Clearance
- NYS Sex Offender Registry 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 East Side House website: [**www.eastsidehouse.org/careers**](http://www.eastsidehouse.org/careers)

Additional Information

Expected Hours of Work

This is a full-time, exempt position. Days and hours of work are Monday through Friday, 8:00 am to 4:30pm. Work days/hours 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 between sites and for trainings/meetings is expected for this position.