

# Education Director

The Learning Factory Inc.

Brooklyn, NY

Program Director

Posted on May 3, 2022

---

## Job Description

The Educational Director is responsible for collaborating with the Executive Director to communicate the mission and educational philosophy of The Learning Factory Inc. Carrying out policies, procedures, and philosophy of the company. Educational Directors are responsible for supervising teachers and students, assisting in the hiring of new staff, coaching staff, and developing age-appropriate curricula for optimum development of children. Overseeing student assessments, conducting staff training, manage daily operations, ensuring all policies and procedures are met, keeping all staff and student personnel files up to date. Ensuring that the center remains in compliant with all NYC and department of Health applicable laws and requirements for operations. Ability to meet physical requirements of the position. We are seeking experienced, energetic and creative professionals to join a team providing the highest quality, educational childcare for working families. The Educational Director reports to the Executive Director.

## Responsibilities

Assume responsibilities for the daily operations of the center's child care program

The Educational Director is responsible for collaborating with the Executive Director to communicate the mission and educational philosophy of The Learning Factory Inc.

Act as liaison for the ownership, staff, families and New York City/State agencies.

Provide community outreach, involvement with relevant organizations and early childhood educational programs

Maintain and uphold both city and state compliances, rules and regulations as required regarding policies, practices, protocols and procedures

Supervise all instructional and non-instructional staff and volunteers

Manage program data including class lists using Procare-Software System.

Facilitate preparation for and implementation of Parent-Teacher Conferences

Develop work calendar and schedule for instructional, non-instructional personnel and office staff

Post and maintain a current calendar of program activities

Manage and monitor communication with parents and families; and community service hours for families.

Monitor instructional staff professional development

Encourage and provide support and opportunities for team building and staff collaboration

Provide and guide the vision for program improvements, development and change

Implement strategies to recruit and maintain enrollment

Supervision of office staff responsibilities including and not limited to:

Program supply maintenance

Student records

Payables and receivables

School Pictures & Step-Up Class planning and arranging

Program Supervision

Compose and distribute weekly staff notes for informational purposes to all staff regarding current center and program information

Conduct monthly staff meetings with executive director

Submit to background check

Provide in-house staff development trainings with executive director

Share and provide resources for external mandated staff trainings as required (30/15 hours every 24months)

Evaluate all instructional staff on a semi-annual basis, or as needed

Collect and review lesson plans for all group

Maintain staff records•

Maintain Parent Handbook and revise information as required and necessary with executive director

Conduct interviews for potential candidates

Provide on-going professional support for all instructional staff

Maintain a visible presence to all staff, children, center parents and families

## **Qualifications**

Copies of Degree(s) and all necessary certifications, credentials and documents

Baccalaureate degree in early childhood education or a related field of study approved by the state

Master's preferred

Have friendly and eager personality

New York City Department Of Investigation (DOI) Fingerprint Clearance

Must be Fingerprinted by IdentoGo

A current up-to-date Annual Staff Health Form (Form 7K)

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

Current New York City Department of Health approved First Aid/CPR, EPIpen medical Certifications

Proof of Certified Training as required (30 hours of training every 24 months) inclusive of New York State Mandated Reporter Certification

Qualifications For The Educational Director Position As Required In Accordance With NYC DOHMH Bureau of Child Care- Article 47 (47.13) (3)

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

A demonstrated and working knowledge of the Creative Curriculum, Reggio Emilio, & S.T.E.A.M For Preschool and Infants, Toddlers, Twos, & After school

Possess excellent oral and written communication skills

Possess strong organizational skills

Highly motivated, well organized, and flexible

Have the ability, understanding and experience to manage the complexities of a large and expanding preschool program

Have the ability to establish and maintain good interpersonal relationships with all city and state agency representatives, staff, children, parents and families

All interested parties must submit proof of Credentials'/Certificates/Degree's and or diploma's requirements according to article #47

Responsibilities & Skills: Must possess excellent leadership abilities; be able to consistently make intelligent decisions; possess good judgment, initiative, and good attitude and be dependable

Must be creative and flexible

## **Application Instructions**

503 Evergreen Ave Brooklyn New York 11221

708-833-7431

thelearningfactory503@gmail.com

Rickya@thelearningfactorychildcare.com

Will conduct interview by phone, zoom, and in-person

## **Additional Information**

Schedule: Monday Through Friday

\*Sign-on Bonus

\*Health Insurance includes medical, dental, vision

\*Paid Vacation

\* Free Birthday Vacation gifts given by Owner

\* Discounted childcare for Faculty staff