

Interim Director (Maternity Leave Replacement)

Brooklyn Schoolhouse

Brooklyn, NY

Program Director

Posted on September 6, 2022

Job Description

Brooklyn Schoolhouse seeks an Interim Director to lead the school for a five-month period while the Director takes a leave of absence. At Brooklyn Schoolhouse, the Director is responsible for overseeing all operations of the school, collaborating with families, and supporting teaching staff. The Interim Director is a full-time, temporary position, reporting to the Founder. The Interim Director position will begin on January 9th, 2023, and end on approximately June 1st, 2023. There is an expected two-week period for training with the current Director.

Responsibilities

Essential duties and responsibilities include, but are not limited to:

- Oversee all Operations of the School
- Manage and Execute the Administrative Calendar
- Manage and Conduct aspects of Admissions and Enrollment as needed
- Teacher Support
- Manage additional support for children, privately and through the DOE
- Interface with the Department of Health to meet permitting and other requirements.
- Work with the Founder to develop school practices and to grow and manifest the vision.
- Manage the school's operating budget.
- Responsibility for all licensing, documentation, and filing requirements for the school, students, and teachers; keeping student and staff files up to date.

- Responsibility for Human Resources for staff. Including managing PTO, sick days, and the scheduling of substitute teachers.
- Collaborate with teaching staff to design and prepare for the Summer Program.

*More detailed Job Description available

Qualifications

Qualifications:

- The ideal candidate will have administrative experience in a progressive educational setting.
- Excellent interpersonal, organizational, and management skills, and the ability to communicate and problem solve effectively.
- New York State Teaching certification is required.
- BA required; MA preferred.

Application Instructions

Please send your current resume to info@brooklynschoolhouse.nyc to apply.