

# Executive/Educational Director

Chickpeas Child Care Center

Brooklyn, NY

Program Director

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\$80,000 - \$95,000 a year

Posted on February 8, 2023

## Job Description

### About the Role

Chickpeas is seeking an experienced individual passionate about early childhood education to serve as our Executive Director. This person must be able to work within and actively promote a collaborative environment across the community of parents and teachers. The candidate must be flexible, creative, and an excellent communicator. They also must possess strong organizational and management skills.

The Executive Director is the primary person responsible for the day-to-day operation of Chickpeas. This work includes:

- Financial management including budget development and oversight, fundraising, grant applications, audit & 990, and reporting on budgeting and expenditures to the DOE.
- Human resource administration including managing staff, hiring and scheduling, payroll, and employee benefits administration.
- Facilities and operations including insurance, third-party space rentals, building maintenance and improvement, and making/approving supply purchases.
- Ensuring compliance in all contracted and regulatory matters including licensing requirements, student records, staff qualifications, and day-to-day and emergency health and safety protocols as required by the NYC DOHMH and DOE.
- Developing relationships with current and prospective families through frequent communication, community meetings, recruitment events, and school-wide events such as Book Fairs or Parent Workshops.
- Regularly reviewing curriculum development and implementation, instructional methods, and behavior management techniques in conjunction with the Education Director.

- Spending time in the classroom teaching as needed to cover for teachers during their breaks, meetings, or absences.
- A commitment to diversity, equity, access, and inclusion being reflected across administration, programming, policy, admissions, curriculum development, staffing, and communications.

Chickpeas is open from 8:00 AM to 6:00 PM Monday through Friday, September through July. The Executive Director will be expected to work year round, on-site, for 40 hours per week, with the option for remote/flexible work during August when school is not in session. Dedicating occasional evening and weekend time for board meetings, open houses, and other events is also expected.

## **Qualifications**

### **Required Qualifications:**

- Minimum three yearsâ€™ experience as an Executive Director or Assistant Executive Director at a full-day preschool or child care center
- NYS teaching certification in early childhood education
- B.A./B.S. in early childhood education or related field
- Excellent problem-solving and communication skills
- Strong computer skills (Word, Excel, Adobe, Google Suite)
- Proof of Covid vaccination with booster

### **Preferred Qualifications:**

- Masterâ€™s degree in early childhood education or related field (strongly preferred)
- Experience working with anti-bias principles and practices

## **Application Instructions**

Please e-mail resume and cover letter to [hire@chickpeas.org](mailto:hire@chickpeas.org)

## **Additional Information**

### **Compensation and Benefits Offered**

â— Salary range: \$80,000-\$95,000

â— Health insurance

â— Dental and Vision insurance

â— Retirement plan with organizational matching

â— Chickpeas observes all federal holidays plus winter holiday and spring breaks. Additional personal paid time off is also provided.

*Chickpeas is committed to creating a welcoming and inclusive work environment for employees of all races, colors, religions, ethnicities, ages, national origins, genetics, veteran status, gender identities, sexual orientations, socioeconomic backgrounds, and abilities, and is proud to be an equal opportunity employer.*

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