

Educational Director

OUR CHILDREN FIRST, INC.

Bronx, NY

Program Director

Full-time

Onsite

\$66,000 - \$70,000 a year

Posted on November 6, 2023

Organization Statement

OUR CHILDREN FIRST. INC. is a NYC-DOH approved Early Intervention program, located in the Bronx. OCF conducts assessments and provides services for children with developmental delays under 3 years old in the *BRONX, MANHATTAN, QUEENS, BROOKLYN & STATEN ISLAND*. Services include SPEECH, PHYSICAL THERAPY, OCCUPATIONAL THERAPY, SPECIAL EDUCATION and ABA services for children with Autism. These assessments/ services are provided in the family home, throughout the 5 boroughs of NYC. Our Children First hires NYS LICENSED: PHYSICAL THERAPISTS, OCCUPATIONAL THERAPISTS, SPEECH LANGUAGE PATHOLOGISTS, SOCIAL WORKERS & NYS CERTIFIED SPECIAL EDUCATORS.

Job Description

At Our Children First, we are dedicated to providing a safe, nurturing, and stimulating environment for young children. We understand the importance of early childhood education and are committed to fostering the growth, development, and well-being of children from birth to elementary school. We're looking for an experienced and dedicated Daycare Director with a Master's degree in Early Childhood Education to lead our team and ensure the delivery of high-quality childcare services.

- **Full-time/ M-F 730am-330pm**
- **Master's Degree in Early Childhood Education or a related field is *REQUIRED***
- **Previous experience in childcare management or a related field is *REQUIRED***

Position Overview:

The Daycare Director is responsible for the overall management, leadership, and daily operations of the daycare center. This role involves collaborating with staff, parents, and the community to create a safe, inclusive, and enriching environment for children. The ideal candidate will have strong leadership skills, a passion for early childhood education, and a commitment to maintaining the highest standards of care.

Benefits:

- Competitive salary
- Health insurance
- Paid time off
- Professional development opportunities
- 401(k) plan

Responsibilities

Key Responsibilities:

- **Team Leadership:** Recruit, train, and supervise a team of dedicated teachers and staff.
- **Curriculum Development:** Oversee the development of an age-appropriate and stimulating curriculum.
- **Child Safety:** Ensure a safe and secure environment for all children and staff.
- **Parent Collaboration:** Build and maintain strong relationships with parents and guardians.
- **Compliance:** Ensure compliance with all NYS and federal regulations and licensing requirements.
- **Financial Management:** Manage the center's budget effectively.
- **Inclusive Environment:** Promote an inclusive, diverse, and welcoming atmosphere for all children and families.
- **Child Development:** Monitor children's developmental progress and create individualized learning plans.

Qualifications

Qualifications:

- **Master's Degree in Early Childhood Education or a related field.**
- **Previous experience in childcare management or a related field.**

- Strong leadership and supervisory skills.
- Excellent communication and interpersonal skills.
- Knowledge of state licensing regulations and early childhood education standards.
- CPR and First Aid certification.
- Strong organizational and administrative skills.
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Those applicants interested, please email an updated resume to EDGAR SANTANA/
RECRUITER- **esantana@ocfnyc.com**