

# Education Manager

Glen Cove Child Day Care Center, Inc.

Glen Cove, NY

Education Coordinator

Full-time

Onsite

\$55,000 - \$70,000 a year

Posted on January 8, 2024

## Organization Statement

The Glen Cove Child Day Care Center, Inc. program provides federally funded preschool Head Start Early Childhood education and family services to 114 low-income children and their families residing in the agency's service area: The City of Glen Cove, and the communities of Bayville, Glen Head, Glenwood Landing, Locust Valley, Sea Cliff, Old Brookville, and Oyster Bay all in Nassau County. In addition, the agency provides state-subsidized and private childcare for infants and toddlers, preschoolers, and grade school children (during major school holidays and summer) for working parents in these communities.

## Job Description

- Primarily performs work directly related to the performance of administrative functions directly related to academic instruction or training in an educational establishment or of a department or subdivision of an educational establishment.
- Primarily performs work directly related to management or general business operations of the Company's customers as an advisor or consultant to the company's clients or customers.
- Responsible for using discretion and independent judgment with matters of significance by comparing and evaluating the possible courses of conduct and acting or making an authoritative decision after the various possibilities have been considered.

## Responsibilities

- Assist classroom staff in designing and implementing a learning environment that supports the curriculum; establishing developmentally appropriate schedules and providing a balance

of child-initiated and adult-directed activities within the classroom.

- Conduct and record class observations to ensure appropriate and effective implementation of the Creative Curriculum and compliance with Head Start Performance Standards and Licensing Regulations.
  - Complete Performance Evaluations for teachers and teacher assistants annually, based on on-going observations of each staff member's job performance.
  - Review completed child assessment documentation quarterly to ensure teaching staff are appropriately, effectively and consistently conducting and recording assessments of children's development and progress in all developmental domains.
  - Randomly and frequently visit all classrooms to monitor schedules, on-going curriculum implementation, classroom health and safety, and to ensure that children are provided with an appropriate learning environment that fosters opportunities for continual growth in all developmental areas; social and emotional, physical, cognitive, and language, according to The Creative Curriculum.
  - Meet with teaching teams, at least monthly, to provide feedback on class observations, discussion of child issues and information related to their classroom environment.
  - Develop and implement systems that effectively track, review and monitor teaching staff completion of the following documentation: Child Anecdotal Records, Weekly Lesson Plans, Monthly Classroom Newsletters, Individual Child Assessments using the Developmental Continuums, Child Progress Reports, Classroom Summary Worksheets, Child Health records, Home Visits and Parent-Teacher Conferences.
  - Monitor and support teaching staff to ensure parents are provided the opportunity to participate and provide input into their child's education and development, including children with special needs.
  - Monitor parent and other classroom volunteers to ensure all activities and interactions with children are appropriate and supportive of children's development and that they complete the activities assigned to them.
  - Monitor and support teaching staff to ensure they provide appropriate information and support to parents of children in their classes, relevant to their individual child's development and learning.
- Manages all teaching staff and Health Coordinator and is a subordinate supervisor who supervises employees in the Education Area and Health. Is responsible for the overall

direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## Qualifications

Must have a Bachelorette or advanced Degree in Early Childhood Education or equivalent course work in Early Childhood Education with Early Education teaching experience.

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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

To apply please send resume to Christine Curra, Executive Director at ccurra@gccdc.org or 516-671-2880 x15.