

Assistant Director Of Education And Child Development

University settlement society of ny

New York, NY

Program Director

Full-time

Onsite

\$70,000 - \$75,000 a year

Posted on January 24, 2024

Organization Statement

Overview: University Settlement partners with 40,000 New Yorkers on the Lower East Side and in Brooklyn every year to build on their strengths as they achieve healthy, stable, and remarkable lives. For over 130 years, we've collaborated with our neighbors to pioneer highly effective programs that fight poverty and systemic inequality. Established in 1886 as the first Settlement House in the United States, we bring the values of that movement into the 21st century by meeting New Yorkers where they live, listening deeply to all perspectives, engaging with every individual holistically, and creating space for people to organize. Early Head Start offers comprehensive child development services, family support services and advocacy to low income pregnant women and families with children under three years of age. The program provides developmentally appropriate care and home visits to families in the Lower East Side, NY.

Responsibilities

Responsibilities:

- Coordinate and supervise the work of the staff in developing and maintaining a high quality child development program.
- Oversees the supervision of services for children with special needs.
- Assist in the development and implementation of staff development training and supervision.
- Supervise all classrooms to ensure compliance with Head Start Performance Standards, CACFP, and NYCDOHMH regulations.
- Collaborate with program consultants, community partners, and vendor to ensure timely service delivery

- Provide individual and group supervision to classroom group teachers and family support staff
- Develop and supervise the implementation of the Creative Curriculum in the group classroom setting.
- Provide or coordinate infant/toddler development training and guidance to staff and families
- Analyze outcomes from program assessment, classroom assessment, developmental assessments for children and provide written reports to staff with anticipatory guidance and follow-up plan
- Assist staff in identifying family needs and child developmental status
- Assist staff in developing an individualized child and family goal plan that will enhance the development of the child and promote a positive relationship between parent and child
- Assist staff in assessing parent-child relationship and provide appropriate guidance acknowledging family and cultural influences.
- Maintain all necessary documentation in accordance with requirements from all regulating agencies
- Assist in program data collection, program evaluation, and community assessment
- Participate in professional development and trainings
- Other duties as requested by supervisor to fulfill job responsibilities.

Qualifications

Qualifications:

- Masters in Early Childhood Education, Infant/Toddler Development, Developmental Psychology or related field with specialization in infant/toddler development
- New York State Certification preferred
- Minimum five years experience working with families and children prenatal to three years of age
- Minimum three years experience supervising staff
- Ability to write and speak Spanish and/or Chinese preferred
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

[Assistant Director of Education and Child Development \(paycomonline.net\)](#)

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