

# Administrative Director Of Educational Services

Cardinal McCloskey Community Services

Bronx, NY

Program Director

Full-time

Onsite

\$100,000 - \$115,000 a year

Posted on April 22, 2024

## Organization Statement

Join a Team Where your Work Truly Makes a Difference.

At CMCS (Cardinal McCloskey Community Services), our mission is to protect, empower and promote independence for at-risk children and families and those with developmental disabilities through quality community based services.

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## Job Description

The **Administrative Director of Educational Services** ensures that all early childhood education programs meet our regulators educational/curriculum objectives aligning our programs with state and federal frameworks and provide instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas.

This position will work with each Site Administrative teams to centralize and standardize curriculum and instructional efforts across the Division. Which will include coaching staff, provided training and professional development opportunities to ECED employees.

Provide ongoing monitoring by utilizing assessment/monitoring reports and conducting site visits, evaluate and analyze child outcomes data, goals, and activities across sites and classrooms to determine strengths and areas requiring additional focus and support, and ensure corrective actions are implemented as needed for Division.

Work collaboratively with the ECED senior management team to administer all functions of the Early Childhood Education Division to ensure compliance with the EHS/Head Start Program Performance Standards, Department of Education and all regulatory and funding requirements.

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### **Education & Experience**

- Caring, upbeat personality.
- Master's Degree in Early Childhood Education or a related field
- NYS Permanent Certification in Early Childhood Education
- Experience with ACF/DOE/DOHMH/CACFP
- A minimum of 5 years of ECE experience

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CMCS offers excellent benefits package including medical, dental, vision, retirement plan, generous paid time off, flexible work schedules.

We encourage you to join our dedicated and diverse workforce by applying today!