

Education Director

ABC Preschool & Kindergarten

Woodside, NY

Program Director

Full-time

Onsite

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

Posted on May 27, 2024

Organization Statement

ABC Preschool & Kindergarten Center is a leading private provider of early childhood education and childcare in Queens. ABC Preschool is an early learning center, that offers programs for toddlers and preschool age children.

We are licensed by the NYC Department of Health and adhere to the high standards set by the NYC Department of Education, the NYC Department of Buildings, and the NYC Fire Department.

At ABC Preschool, we believe that children learn best through play. Our philosophy centers on a hands-on approach and individualization for every child.

We value each child's energy, mind, and creativity, and we are committed to nurturing both their play needs and educational needs.

Job Description

The Education Director will need to be excellent with technology in order to work on different application sites entering data and keeping records, be able to conduct informal and formal observations, assess teacher's lesson plans, and guide teachers when help is needed with planning.

The Education Director is expected to use early childhood development training skills and previous experience to design and implement strategies to run a well-organized childhood facility that works in the best interest of children, parents, and staff.

The right candidate is friendly, caring, loves education and has excellent verbal and written skills. Being fluent in English is a must and if you other languages, it's a huge plus.

Your job will be to continue to create a warm, positive, and caring environment for children, families, and staff during the summer months. Being able to communicate effectively with visiting leaders, families, and staff is vital to this role.

Responsibilities

- **Regulations**

- Manage adherence to New York State Child Care Regulations as well as local regulations.
- Ensure all staff performance and academic standards are met.
- Maintain children's records in accordance with established enrollment procedures and OCFS/NYCDOHMH requirements.

- **Center Management**

- Establish an ambitious vision for the children and their families who are attending the center.
- Manage adherence to quality standards in accordance with the overall organizational vision as well as state and local requirements.
- Maintain quality effectiveness measurements for the facilities, staff, families, and children who attend the center.
- Develop or implement a developmentally appropriate curriculum with high-quality materials and environments; collaborating with staff to develop positive learning experiences.

- **Family and Community Engagement**

- Implement community outreach to maintain and promote positive community relationships.
- Create and implement a family engagement plan for those current and past families who have attended the center.
- Maintain communications with caregivers of current and prospective students through direct conversation, newsletters, and family handbooks.

- **Personnel**

- Hire, train and supervise a teaching team that will provide high-quality learning and social-emotional supports.
- Facilitate and maintain a positive work environment for all staff.

- Maintain personal and professional development plans to ensure continuous quality improvement.

- **Leadership and Administration**

- Maintain positive relationships with regulatory agencies and other leadership (such as boards and/or other organizational leadership), ensuring legal, regulatory, and financial compliance.
- Oversee all office functions including payroll, accounts payable and receivable, tuition billing and payment, budget planning and review, human resources, and personnel management (staff supervision) approval of menus, and food purchasing.
- Establish illness and emergency procedures, ensuring compliance with state and local regulation.
- Implement the center's and/or organization's strategic plans and goals, keeping in mind the mission of the program or organization.
- Oversee all child assessment processes that may include developmental screenings and ongoing child assessment.

Qualifications

- NYS Teacher Certification in Early Childhood Education and 3 or more years group teacher experience for children under 6 years old.
- Previous experience as an Education Director in preschool/childcare.
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

ABC Preschool and Kindergarten Center

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