Career Development Center
New York Early Childhood Professional Development Institute

Education Director

Wonderforest Nature Preschool

Brooklyn, NY

Program Director | Full-time | Onsite | $80,000 - $85,000 a year*

* $80,000.00 - $85,000.00 per year, plus a $5,000 initial sign-on bonus

Posted on July 11, 2024

Organization Statement

Wonderforest Nature Preschool is a Brooklyn-based preschool program for children ages 2-5. As the sister program to our Brooklyn Nature Daysâ€™ nature immersion classes in Prospect Park, Wonderforest offers a nature-based education in an urban setting, while also meeting the needs of families who need full day care, with early drop-off and extended day options. We aim to develop our studentsâ€™ empathy and respect for self, others, and our environment through immersion in nature and by exhibiting peaceful, community, and consent-driven conflict resolution to our students, guiding each child to grow a strong foundation of learning and inquiry through supported social and emotional growth. Our curriculum is inquiry-based and child-led, drawing heavily upon each child's interests. Teachers act as guides and researchers of the childrenâ€™s ideas; supporting each child and encouraging them to take their ideas further with intuitive questioning, experimenting, and exploring. Drawing from the Reggio Emilia and forest school philosophies, Wonderforest emphasizes the learning process, not the end product. We celebrate the value of child engagement in a specific project or activity, not just what they may create. We encourage exploration with found and recycled materials, open-ended toys, and loose parts. We understand that all children are unique and have differing needs. For this reason, our teachers are trained to approach each child with knowledge and respect for their individuality. At Wonderforest, we know that children who are encouraged at a young age to explore, question, and create, inherently develop the emergent math, science, and literacy skills they need for success later in life.

Job Description

Directorâ€™s Role and Responsibilities: Administrators at Wonderforest Nature Preschool are professionals who are deeply passionate about creating safe, nurturing, play-based, child-led

spaces for children, their families, and teachers. Administrators understand the value of working as a community to address the numerous and variable day-to-day logistics of managing staff, students, and our school space. Working closely with Wonderforestâ€™s Executive Director and Ecology & Field Director, the primary role of the education director is to ensure the well-being of the students and staff through a clean, safe, and organized school space. Specific responsibilities include, but are not limited to:

On-Site Day-to-Day

- Creation of daily schedules, including coverage for staff absences, local outings, breaks, and team meetings.
- Supervise and support teaching staff on-site
- Be the point of contact with staff for absences, schedule changes, and other concerns.
- Communicate with families as needed throughout the day to foster collaborative relationships.
- Ensuring DOHMH and Wonderforest policies and procedures are being practiced by staff members
- Provide class coverage, as needed
- Coordinate with the building superintendent and Operations Director for any repairs or maintenance.
- Maintain office space and ensure materials and supplies are stocked and available

Staff & Curriculum Development

- Create a collaborative, respectful, and engaging work environment for all staff members
- Revise in-house Wonderforest staff guides, as needed
- Plan and conduct staff training and orientation sessions
- Meet weekly with teaching teams to ensure the implementation of age-appropriate curricula and practices that meet Wonderforestâ€™s mission and philosophy.
- Encourage the use of upcycled and sustainable materials in classroom curricula
- Observe classrooms and teaching staff
- Work with teaching staff to create support plans for individual children
- Organize and schedule professional developments throughout the school year.
- Conduct bi-annual check-ins with teaching staff
- Work with the administrative team to interview and hire new staff as needed

Family Engagement

- Foster a strong sense of community amongst Wonderforest families
- Lead family orientation sessions
- Conduct tours with potential new families
- Support Administrative Assistant, as needed, with family inquiries
- Plan and host seasonal community events
- Draft and send monthly administrative newsletter to families

` *Licensing*

- Ensure program compliance with all DOHMH Article 47/48 requirements, as well as other city/state/federal regulatory agencies
- Hold FDNY S95 and S07 Certification. Conduct and lead fire & emergency drills
- Maintain and ensure compliance with the schoolâ€™s Written Safety Plan

Qualifications

Requirements and Qualifications:

- Masters in Early Childhood Education and NYS Certification required
- Previous experience in an Early Childhood Education Director role, or the administrative equivalent
- Minimum 3 Years Classroom teaching experience

This is a full-time, 12-month position, with a competitive salary and benefits.

Job Type: Full-time

Pay: $80,000.00 - $85,000.00 per year, plus a $5,000 initial sign-on bonus Benefits: 401(k) option Health Insurance plan available with employer contribution Paid time off School holidays off, plus an additional 2 weeks off in the Summer (*must be approved in advance)

Schedule: Monday to Friday, on-site hours 9:30 am-5:30 pm, with flexibility to come earlier/stay till 6 pm only as needed for staff coverageÂ

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

Application Instructions

Please send resume and brief cover letter to: **Kenny Frisby, Operations Manager / kenny@wonderforestpreschool.com**

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