

# Education Director

Kuei Luck ECC

Rego Park, NY

Program Director

Full-time

Onsite

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

Posted on July 30, 2024

## Organization Statement

Kuei Luck ECC is a Reggio inspired, Mandarin language immersion program with several sites around NYC.

We provide a safe and nurturing environment for children ages 12 months to PreK, offering both private and DOE contracted classrooms.

Â

## Job Description

The Education Director is responsible for overseeing all operational and program planning of the Preschool. Responsibilities include supervision of Preschool, Curriculum Planning/development, staff training, family relations, community support, and supporting the needs of the Preschool.

The Education Director shall possess energy, passion, and strong leadership skills to promote a warm and nurturing environment for children, parents, teachers, and community alike.

The Education Director will have the support of an Licensed Assistant Director, Accounting Department, and Human Resources Coordinator.

Our school values a good work like balance.

Roles and Responsibilities:

- Oversee all aspects of the Preschool, including daily operations & administration, teacher hiring, parent relations, and set educational goals
- Oversee the implementation of a Reggio-inspired Mandarin Immersion curriculum for the preschool

- Responsible for ensuring that preschool is compliant with local Health Codes
- Supervise and train the Teachers and Administrative staff
- Oversee all professional development for the preschool staff and coordinate with outside consultants on educational matters
- Develop and coordinate teacher orientation, training, and annual evaluations
- Assist teachers with tasks as needed (e.g. guidance on setting up appropriate activities, portfolios, administrative tasks, parent meetings, etc.) and ongoing email communication with families
- Work with the Executive Director on all budget items for the Preschool, including annual and monthly budget updates and submissions, and ongoing oversight of the preschool budget
- Must be familiar with ECERs, ITERs, CLASS rating system

#### Qualifications:

- Master's degree in Early Childhood Education or related field required
- 2 or more yearsâ€™ experience as a Education Director
- Firm understanding of the Emilia-Reggio approach a plus
- Excellent verbal and written communication skills as well as computer skills
- Demonstrated strong supervisory, management, mentorship, and interpersonal skills
- Solid working knowledge of Early Childhood Education and NYC Dept. of Health and Mental Hygiene, Article 47 of the NYC Health Code
- Experience in a management or supervisory role

## Responsibilities

#### Roles and Responsibilities:

- Oversee all aspects of the Preschool, including daily operations & administration, teacher hiring, parent relations, and set educational goals
- Oversee the implementation of a Reggio-inspired Mandarin Immersion curriculum for the preschool
- Responsible for ensuring that preschool is compliant with local Health Codes
- Supervise and train the Teachers and Administrative staff
- Oversee all professional development for the preschool staff and coordinate with outside consultants on educational matters

- Develop and coordinate teacher orientation, training, and annual evaluations
- Assist teachers with tasks as needed (e.g. guidance on setting up appropriate activities, portfolios, administrative tasks, parent meetings, etc.) and ongoing email communication with families
- Work with the Executive Director on all budget items for the Preschool, including annual and monthly budget updates and submissions, and ongoing oversight of the preschool budget
- Must be familiar with ECERs, ITERs, CLASS rating system

## Qualifications

Qualifications:

- Master's degree in Early Childhood Education or related field required
- Certification in Birth-2nd grade or related field
- 2 or more yearsâ€™ experience as a Education Director
- Firm understanding of the Emilia-Reggio approach a plus
- Excellent verbal and written communication skills as well as computer skills
- Demonstrated strong supervisory, management, mentorship, and interpersonal skills
- Solid working knowledge of Early Childhood Education and NYC Dept. of Health and Mental Hygiene, Article 47 of the NYC Health Code
- Experience in a management or supervisory role
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** NYS Teacher Certification

## Application Instructions

Please send resumes to Laurie Rouder lrouder@klpreschool.com