

# Education Director

Children's Aid

Staten Island, NY

Program Director

Full-time

Onsite

\$78,000 - \$87,000 a year

Posted on October 28, 2024

---

## Organization Statement

Children's Aid helps children in poverty to succeed and thrive. We do this by providing comprehensive supports to children and their families in targeted high-needs New York City neighborhoods.

## Job Description

### Description:

Richmond Early Childhood Center (159 Broadway)

78,000 - 87,000 / year

### Position Summary:

The Education Director (site) will ensure that all children reach developmentally appropriate milestones by implementing evidence-based curricula, individualized support, and high-quality learning environments. By leading the Educational Support at their site, the Education Director will focus on ensuring that all the children and families will be ready to succeed in Kindergarten and life while ensuring that all Head Start Performance Standards and site-specific funding regulations are met or exceeded.

## Responsibilities

### Essential Duties:

With the support of the Deputy Director of Early Childhood, in collaboration with the Program Director and Central EC Leadership Team, each Early Childhood Education Director is responsible for the following at the program site:

## **Curriculum and Instruction**

- Promote high-quality and developmentally appropriate teaching and learning in the classroom through full implementation of CAS Early Childhood curriculum, assessment, policies/procedures, and tools that lead to children's school readiness.
- Develop and maintain a high-quality, safe, and nurturing environment where children develop trusting and accepting relationships with adults and peers that foster growth and development.
- Execute a developmentally appropriate and integrated curriculum that provides opportunities for children's meaningful exploration.
- Work with teachers to reliably implement the child assessment system, including understanding child outcomes data and using them to plan and individualize.

## **Leadership & Governance**

- Provide leadership, coaching, and supervision for all teaching staff. Directly supervise and coach Lead Teachers, Assistant Teachers, and Teachers' Aides. Leadership, supervision, and coaching may be provided through the following:
  - Supporting teachers with lesson plans and curriculum implementation.
  - Scheduling, selecting, and/or facilitating in-service/staff development trainings and workshops.
  - Holding parent meetings related to educational supports.
  - Observe, coach, and work with teachers to implement the program curriculum with fidelity.
- Meet regularly with staff and parents.
- Share highlights of families, kids, staff, and community partners; Educate and engage our online social media community with the EC Instagram committee.

## **Family Engagement**

- Build and foster trusting partnerships with families; serve as a role model for these types of relationships for staff.
- Facilitate meetings with families when children have outstanding developmental or behavioral needs.

## **Record Maintenance, Screening, and Assessment**

- Monitor and review developmental screens to ensure all are completed within 30 days of a child's first day of service with the program, and make recommendations for re-screening,

referral, and individualized planning.

- Monitor child observations through an online database.
- Observe students as part of the internal referral process to determine interim plans and service referral needs.
- Utilize the Internal Referral form to document interim plans and to request central office support.
- Continuously review and update COPA as applicable.

### **Program Design, Management and Supervision**

- Coordinate programmatic support for all children with an IEP/IFSP and those children with suspected disabilities.
- Responsibly manage training and classroom supply budgets.

### **Professional Development**

- Collaborate with the Program Director and Central Support staff in planning, coordinating, and implementing a wide range of diverse, applicable, and creative professional development opportunities for all staff.
- Participate in all agency-offered trainings, workshops, in-service days, and/or all-staff conferences.
  - Including becoming Toddler and Pre-K CLASS Reliable within one year of onboarding and maintaining CLASS Reliability annually.
  - Including becoming CHILD Reliable within one year of onboarding and maintaining CHILD Reliability annually.
- Maintain certification requirements and proof of attendance in professional activities.Â
- Support the center's growth, including participating in program-wide goal setting and individual and program self-assessment.Â
- Maintain Active Membership with Aspire and "Registered" status with TEACH Account, both linked to Children's Aid.

### **Health and Safety**

- Adhere to all state and city licensing requirements, teacher-child/ratios, CPR/first aid certification, Child Abuse Mandate, Foundations for Health and Safety, Blood Born Infection, and Mental Health First Aid
- Maintain a safe and healthy environment for children, families, and staff

## Qualifications

### Minimum Qualifications

- Must have at least one of the following New York State Professional/Permanent Teaching Certifications:Â Early Childhood (Birth-Grade 2); Nursery, Kindergarten, and Grades 1-6; Prekindergarten - Grade 6 certification; or Students with Disabilities (Birth-Grade 2); if the Certification is Initial and not Permanent, a Study Plan will be set-up at point of hire with a timeline towards obtaining Permanent Certification.Â Â Â Â
- Bachelorâ€™s degree in a specific field of Education (Early Childhood, Elementary, Special Education, etc.).
- Two years of teaching experience.
- Two years of experience working with infants, toddlers, preschoolers, and children with Special Needs
- Must hold Infant, Toddler, and Pre-K CLASS â€™Reliabilityâ€™ Certificate or obtain â€™Reliabilityâ€™ within one year of employment

### Key Competencies

- Strong administrative skills.
- Excellent communication and computer skills.
- Excellent organizational and time management skills.
- Commitment to professional development for themselves and their staff.
- Obtain certifications in CPR, First Aid, and Mental Health.Â
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

## Application Instructions

Please apply here: [childrensaidrccorp.peoplefluent.com/res\\_viewjob.html?optlink-view=view-32552&ERFormID=res\\_newjoblist&ERFormCode=any](http://childrensaidrccorp.peoplefluent.com/res_viewjob.html?optlink-view=view-32552&ERFormID=res_newjoblist&ERFormCode=any)

## Additional Information

### Equal Employment Opportunity (EEO) Statement

It is the policy of Children's Aid to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis, including race, creed, color,

national origin, ethnicity, alienage or citizenship status, gender/sex (including pregnancy), disability, religion, source of income, sexual orientation, gender identity or expression, age, familial status, caregiver status, military status, marital or partnership status, status as a victim of domestic violence, sexual violence or stalking, predisposing genetic characteristics, arrest or conviction record, credit history, unemployment status or any other characteristic protected by federal, state or local law.

Children's Aid will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner and will take appropriate corrective action, if and where warranted. Children's Aid prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

The incumbent is expected to work a schedule, whether in-person or hybrid, as determined by the department's needs to facilitate effective collaboration with the team. This flexibility is essential for maintaining seamless communication, fostering teamwork, and ensuring the smooth operation of the department's processes. The position's requirements are subject to periodic review and adjustment based on organizational needs and changes in work dynamics.