

Education Director

Kingsbridge Heights Community Center

Bronx, NY 10463

Other

Full-time

Onsite

\$65,000 - \$65,000 a year

Posted on August 26, 2026

Organization Statement

Kingsbridge Heights Community Center (KHCC) is a 50+ year old multi-service not-for-profit organization based on the settlement house model and located in the Bronx. We provide resources for Bronx residents from cradle to career to advance education and well-being for a vibrant community. KHCC serves over 5,000 families annually with an inclusive environment for children with special needs, low-income families, recent immigrants, survivors of sexual and domestic abuse, and at-risk teens. KHCC helps participants overcome adversity and develop the skills they need to build bright futures.

Job Description

The Education Director Oversees all educational services in our Affiliated Family Child Care Providers homes to ensure compliance with the Department of Education and OCFS.

Responsibilities

- Educational Specialist and Family Worker task supervisor.
- Provide guidance and training to Family Child Care Providers and Assistant on the implementation of the Creative Curriculum for mixed age group settings the meet the need of all children.
- Support providers with developmentally appropriate and relationship -based interactions with all children by affiliated providers.

- Provide coaching visits to all affiliated providers to ensure adherence to curriculum guidelines and implementation.
- Ensure all site visits are aligned with the DOE's Early Childhood Framework for Quality and documented in a timely manner. Support Education staff in order for them to have the knowledge and skills to assist affiliated providers entering child assessment data in a timely manner
- support its use for curriculum and lesson planning.
- Coordinate and Implement all Professional Learning Days in partnership with the Department of Education.
- Conduct and Participate in all DOE FCCN (Family Child Care Network) PL Days.
- Support providers who are seeking higher education (Bachelors, CDA ECT)
- Provide weekly staff meetings with FCCN staff.
- Provide reflective supervision to education staff to ensure their ability to engage affiliated providers in practice-based coaching.
- Oversee timely documentation of site visits, screenings and coaching sessions.
- Support FCCN staff with recruitment, enrollment, payment and any other administrative tasks.
- Maintain communication with community partners who provide mental health, special needs, and other support services to all affiliated providers and families
- Coordinate and Run FCC Providers and Parents Evening and Weekends Meetings and Events.
- Any other task as assigned FCC Director.

Qualifications

- MSED in Early Childhood Education (required)
- Teacher certification in the early childhood or childhood grades (required).
- Experience working in family child care and /or infants and toddlers (preferred).
- Hours: Mondays- Fridays 35 hours a week
- Hours subject to change based on program needs.
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** Master's Degree

Application Instructions

N/A

Language Requirements

English, Spanish

Additional Information

- Willingness to travel within FCC Network catchment area,
- Time Management skills essential
- Ability to multitask
- Must be a team player

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