



Job Announcement
Park Slope North/Helen Owen Carey

Position: Interim Educational Director

Supervisor: Program Director

Overview: Park Slope North is a publicly and privately funded full day, full year child care center in Park Slope, Brooklyn serving children from 2 -5 years. The program aims at providing a nurturing and stimulating program that seeks to prepare children to enter Kindergarten with the fundamental skills to succeed in school.

Responsibilities:

- Oversee and maintain the implementation of high quality programming with evidence-based curricular and child outcomes, including lesson planning, observations, portfolios and Parent/Teacher conferences
- Provide guidance, training and coaching to teaching staff on implementing lesson plans and responding to the social emotional needs of children
- Develop and implement weekly staff meetings
- Provide any necessary reporting to Directors to meet Administration for Children Services requirement and attend required ACS training for Educational Coordinators/Directors
- Support staff in meeting the individual needs of children through individualize planning, including involving their families
- Ensure that teachers are working in collaboration with other support services such as Mental Health and Special Needs to support the needs of children and families
- Co-Teach in UPK Classroom, modeling best practices
- Support the Program Director in recruitment, enrollment and administrative tasks
- Assist with the review of program practices and update program plans, policies and procedures
- Work with management and teaching staff to provide continuous services to children and families
- Responsible for upholding Center's philosophy and ensure proper communication with staff
- Other relevant duties as requested by supervisor

Qualifications:

- Master's degree in Early Childhood Education with NYS Early Childhood Teacher Certification required
- Three to five years of combined experience as a teacher and/or early childhood administrator/supervisor
- Must have good computer skills with knowledge of Microsoft excel and good communication skills
- Knowledge of Teaching Strategy Gold Online Child Tracking System preferred

Hours: Full Time

Salary: 55-60K (don't post the salary, it is an interim management position)

Contact:

https://workforcenow.adp.com/jobs/apply/posting.html?client=ussofny&jobId=28299&lang=en_US&source=CC3

University Settlement is an Equal Opportunity Employer