

**Education Director**

**Richmond Hill, NY**

B’Above has developed a program that is helping to reach more children who are eligible for childcare programs. We are looking for a highly motivated and well qualified candidate to join our team as an exceptional Teacher.

**The job responsibilities for this position include but are not limited to:**

**Program Governance:**

* Update the DAPC and the Governing Board about curriculum/assessment at your site
* Update Program Admin and Ed Dept. Directors about facilities, health and safety, meetings, and on-going events
* Work with Ed. Dept. Directors to review curriculum/assessment, classroom observations, meetings and daily on-going/events
* Update B’Above Administration on how the systems are working

**Self-governance:**

* Be well versed in the Employee Handbook
* Be well versed with the Policies and Procedures
* Be well versed with the Code of Conduct
* Be familiar with the written plans and take note of the performance standards that relate to each aspect of their job
* Know and understand the Agency Mission Statement
* Be well versed with the B’Above Teacher Packet and Ed. Director’s notebook
* Know what the DASAT (Delegate Agency Self-Assessment Tool) is, how to reference it for your work and participate in the DSAT process
* Be facile with the Head Start performance standards and know how to reference them in relation to their job and the jobs of those under supervision
* Be well versed the strategic plan and periodically review it in relation to the performance of their job and the performance of those under supervision
* Participate in Ed Director meetings
* Share information with other Education Directors/ B’Above Managers
* Work to create an environment with other Education Directors / B’Above Managers
* Work with B’Above Administration in order to develop ways to meet the Head Start Performance

**Planning:**

* Be onsite prior to arrival to after dismissal. Work Full Time
* Conduct the oversight of program, facilities, classrooms, teachers and day to day operations
* Possess and maintain New York state teacher certification ECE B-2 (or N-6).
* Work with the Education team to provide input to teacher's packet notebook
* Work with the Education team to provide feedback / input to the teacher's planner
* Plan with the Ed Dept Directors how all of the education files will be completed.
* Work with the Ed Dept Directors to create and update the calendar for the year
* Coordinate with the Director of Disabilities to make sure that you understand the screenings and services provided through Head Start
* Coordinate with the Director of Disabilities to make sure that all teachers understand the screenings and services provided through Head Start.
* Coordinate with the Wellness Dept. to make sure that you and your teachers understand the wellness dept documents and services provided
* Attend UPK and ACS education meetings.
* Work with the B'Above Admin to create more efficient systems for training new teachers and training teachers in Creative Curriculum
* Understand and implement the Head Start Performance Standards that apply to your position.
* Contact Parents, Teachers and staff on a monthly basis to ascertain services needs
* Develop overall goals for meeting specific service needs
* Create and execute steps (i.e.: referrals- internal/ external, written resources, verbal guidance, and other materials) towards accomplishing service goals
* Develop 2 follow-up processes to observe the outcome of all steps taken
* Develop 2 follow-up processes to observe the outcome of all steps taken towards the completion of a service goal
* Observe the outcome of services based on initial and progressive reported/ observed stress levels of the child and the teacher/parent/director associated with the service need
* Oversee program arrival and dismissal
* Oversee submission of time sheets / time clock/ hours
* Ensure that family style meals and teeth brushing protocols are followed properly
* Work with the maintenance crew at location to ensure all health and safety concerns are addressed immediately
* If the program needs supplies-obtain these supplies and work with the Bookkeeping office to pay for the needed orders
* Do the health and safety inspection once per month at the site
* Ensure that all health forms including the following: the daily health check, cleaning logs, teachers maintenance log, menu are posted, completed and submitted to the Education planning Dep meeting
* Ensure that all supervision forms including the following: appraisals, observations, developmental plans, planning meeting forms, group planning meeting forms are completed and submitted to Education Department
* Plan for family events and cultural events
* Be available to address teacher concerns or issues and help to solve problems
* Make sure that teacher material requests and lamination requests are submitted and fulfilled
* Will ensure that initial registration procedure is followed. i.e. reviewing poverty guidelines, putting child on waiting list, etc
* Work with Mental health / Wellness dept. to ensure support for children and families with behavioral and social/emotional needs
* Work with Disability dept. to ensure support for children and families with developmental needs
* Work with the Therapists - sign in and out and all initial paperwork
* Work with Parent Involvement Coordinator to be abreast of parent meetings and parent involvement activities
* Work with all the depts, and submit paperwork as necessary
* Update and review program policy and procedures as it applies to your site

**Communication:**

* Check e-mail, and reads memos on a daily basis
* Meet with Education Team Directors and reviews all components of the education/ disability folders and assessments as well as the time table necessary for filing them out
* Review classrooms to assure that protocol is being observed and implemented
* Initiate and implement enrichment and parent involvement programming.
* Meet with Ed team regularly to review new information and updates.
* Update your calendar each week
* Build relationships with teachers and Education Directors at B’Above Sites
* Meet with the Ed Dept directors and review how all of student records are currently handled and what forms are used.
* Participate in the planning, tracking and implementation of the parent volunteering program.
* Ensure regular communication with families (via phone calls, letters, sharing book, meetings etc...)
* Ensure that families contacted as needed i.e. When a case of lice is detected in a class, send notes home to all parents to inform them. Ensure that parent of affected child is called and informed. Arrange for child to be checked before going back into the classroom.
* lf emergency arises in class or school, contact parents and respond to emergency.
* Meet with teachers directly on a regular basis (weekly planning meetings) to plan, discuss problems and concerns, etc.
* Conduct regular (weekly) teachers group planning meetings
* Communicate with all B'Above Depts. Regularly and / or as needed (mental health, disabilities, education, family services, family engagement / parent involvement, HR, fiscal and Admin)

**Record-Keeping & Reporting:**

* Learn information tracking systems (Serv-U/Child Plus etc...) and updates the calendar and the other necessary reports as determined meetings.
* Provide child-outcome reports every three months
* Review education files and have them stored in a locked file cabinet
* Files and reviews the Creative Curriculum repots with the teachers.
* Track teacher advancement and certification
* Write-up performance evaluations of each teacher / Assistant bi- annually.
* Evaluate and update record-keeping systems as necessary
* Track numbers of children enrolled.

**Ongoing Monitoring:**

* Write two mini observations of each Head Start teacher each month and a comprehensive observation three times per year.
* Review observations and meets with the teachers to provide constructive feedback and strategies that will support their work with the class and the individualization of the curriculum
* Review that all children receive their assessments. by meeting with the Director of Disabilities mental health consultant, Education Dept Directors (team meeting) at least once a month
* Keep tracking forms for all records.

**Self-Assessment**

* Fill out your own self-assessment and review it with the Ed team directors bi-annually,

**Human-Resources:**

* Work with the Ed Dept directors to make sure each teacher receives an evaluation bi-annually
* Work with the Ed Dept directors to ensure that teachers are trained in how to fill out and review self and review assessments annually
* Work with the curriculum specialist to conduct a formal assessment of each center annually.
* Train all teachers in how to use the Creative Curriculum Development Continuum Assessment / Teaching Strategies GOLD
* Conduct and coordinate Training and turn-key training regularly and as needed

**Fiscal Management:**

* Work within the budget provided by the Director
* Turn in receipts and reimbursements for purchases
* Support teachers in getting reimbursements for purchases
* Ensure that all Purchase orders are filled out for the office's and teachers' needs

**Supervision:**

* Clearly communicate onsite schedule to employees under your supervision
* Hold monthly staff meetings
* Schedule weekly individual meetings with employees under your supervision to go over goals / planning
* Once per month, discuss with employees under your supervision, their job development plan and how it relates to their job description and code of conduct/ professionalism
* Work with employees under your supervision to guide them towards developing their own schedule so that they independently may manage their own time and tasks
* Meet monthly with employees under your supervision to review job description
* Meet with employees under your supervision to review study plan
* Attend and / or coordinate Employee Policies and Procedures Staff Meetings
* Meet with the HR Coordinator to review and update paperwork in file
* Review individual calendar with employees under your supervision
* Understand that t is part of a manager's job to solve problems and resolve conficts and, when doing so, be open to listening to all sides
* Be consistent in upholding the requirement that for all employees under your supervision must implement the Employee Handbook, Job Descriptions, code of conduct, disciplinary process, departmental policies and procedures, and written plans
* Create structures in order to acknowledge employees' successes and support employees' challenges.
* Communicate to employees under your supervision the most efficient channels within the agency through which to accomplish specific tasks
* Communicate all calendar changes for the agency to all employees under your supervision
* Communicate any agency policy changes to all employees under your supervision
* Provide orientation to all new employees

**Systems Planning:**

* Participate in writing of new agency written plans
* Read and reviews the agency strategic plan every month and links planning to strategic plan
* Review departmental policies and procedures annually and as needed review community assessment annually and as needed
* Attend ACS meetings when needed
* Attend UPK meetings when needed
* Attend community organization meetings when needed
* Attend education director meetings
* Prepare and research resources in preparation for meetings
* Work with others to assemble materials in preparation for meetings
* Attend outlook trainings when needed
* Plan your own weekly master goals
* Plan your own weekly tasks and link them to weekly goals
* Prioritize tasks lists

**Systems Communication:**

* Attend community organization meetings when needed attend education director meetings
* Review with supervisor annual written plan updates and ideas receive copy of community assessment and incorporate findings into agency planning
* Spend time teaching Outlook/other software when necessary
* Train other staff on technology or other topics one requested learn new systems – including technology, record keeping, and ongoing monitoring
* Review and confirm receipt of emails phone messages and weekly tasks
* Meet with supervisor each month to review goals and tasks concerns
* Schedule meetings with supervisor each month schedule meetings with other agency staff to support yours/ their completion of tasks/goals
* Attend community organization meetings when needed attend education director meetings
* Meet with families when it is most convenient for them
* Schedule meetings with families
* Communicate with B’Above sites
* Visit childcare sides when needed
* Post events to Outlook calendar/calendar
* Communicate calendar, school events, family events, parent teacher conferences, trips to B’Above admin

**Systems Record Keeping:**

* Attend community organization meetings when needed attend education director meetings
* File materials and creates/update binders — (working notebook, tracking notebook, resource notebook)
* Write updates to community assessment
* Write updates to policy and procedures as it pertains on sites
* Find/create new resources
* File all resources and record keeping forms into appropriate binder or folder
* Uses meeting forms observation form sign in sheet and all necessary forms to keep records of meetings and trainings and so on

**Systems Ongoing Monitoring:**

* Attend community organization meetings when needed attend education director meetings
* Collect data necessary to generate program outcome results
* Participate in generating outcomes PIR and other reports as determined by agency
* Analyze outcomes data with educational department
* Review updates to policies and procedures
* Complete all tracking forms
* Plan calendar

**System governance**

* Attend parent committee meetings as needed
* Meet with DAPC committee (to review and update policies and procedures or curriculum as needed)
* Attend community organization meetings when needed attend education director meetings
* Participate in strategic planning Meeting with the board and DAPC
* Provide DAPC and the board a copy of a vent colanders resumes etc… through proper liaisons

**Systems Self-Assessment:**

* Participate in DASAT and supports DASAT procedures

**Systems Human Resources:**

* See GPP 9: Procedure- Code of Conduct

**Code of Conduct:**

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**Systems ERSEA:**

* Meet with community organizations to provide information about the program and discuss wats we can work together as needed
* Participate in family orientation as requested at all site
* Receive and listen to family feedback about program services and incorporate these ideas/ issues into monthly departmental goals planning meetings
* Provide feedback from teachers and/or others about child attendance to Family Services/ ERSEA

**Systems Fiscal:**

* Record all in-kind income and provides this information to B’Above Admin each month
* Identify programs that can be provided to the agency for free

**System Supervision - Planning:**

* Write a development plan for each staff member three times a year
* Review the development plan with individual staff three times a year
* Read and review agency written plans and link monthly goals to plan
* Attend monthly education director meeting
* Review and update to calendar with stuff
* Include planning for meetings/trainings in weekly tasks each week

**Systems Supervision- Communication:**

* Attend community organization meetings when needed attend education director meetings
* Review monthly stats report
* Take responsibility for obtaining all materials and information from a meeting that he/she missed
* Review agency wide monthly goals report
* Receive updated agency written plans
* Work with b above admin, DAPC, and staff to review updates needed to strategic plan
* Receive a copy of community assessment and incorporate findings into agency and departmental planning

**Systems Supervision- Record Keeping:**

* Attend community organization meetings when needed attend education director meetings
* Right stuff individual staff development plans using objective observations and specific development plans on a monthly basis
* Generate the materials/reports necessary to write the staff development plans
* Utilize goal setting forms for record departmental goals
* Rights updates to policies and procedures as needed
* Support the establishment of community partnership agreements

**Systems Supervision- Ongoing Monitoring:**

* Attend community organization meetings when needed attend education director meetings
* Review individual development plans in individual meetings with staff and focuses on what needs to be accomplished by the individual
* Write feedback to staff on meeting form or development plan – after discussing the report with him/her

**Systems Supervision- Governance:**

* Meet with DAPC and board to develop and/or review your part of agency written plans as needed
* And corporate ideas or concerns from the DAPC or the board from the last
* Participate in DAPC meetings as requested
* Participate in board meetings one requested
* Meet with DAPC committees to review and update departmental policies and procedures or curriculum as needed
* Provide the DAPC and board a copy of the calendar and updates through proper liaisons

**Systems Supervision- Self-Assessment:**

* Participate in DASAT team and hold the number of meetings required by DASAT procedures
* Write the answers to DASAT questions assigned to your team
* Contact parents, DAPC, and board members as well as community members to participate in DASAT process
* Turn in DASAT materials to DASAT coordinator on the timetable indicated

**Systems Supervision- Human Resources:**

* Meet with staff for by annual performance appraisals reviews
* Meet with staff regularly/monthly to review job descriptions
* Meet with staff to review study plans
* Review personal work with staff to plan for how work will gets on when they are on vacation, holidays, or other leave

**Systems Supervision- ERSEA:**

* Meet with education department directors about how you may be able to help with Headstart retention a minimum of two times per year
* Coordinate training for all stuff under your supervision about ERSEA guidelines

**Systems Supervision- Fiscal:**

* Meet with bookkeeper/Director about budget regularly
* Record all in-kind income and provide this information to the bookkeeping department each month

**Education Requirements:**

**CHILDCARE AND HEADSTART CLASSROOM QUALIFICATION REQUIREMENTS:**

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| --- | --- | --- | --- |
| **Education Director**  **(2 years- 6 years)** | A Master or Baccalaureate in early childhood education or related field of study | **And**   1. Stay education department teacher certification in early childhood education (B-2nd Gr Preferred) 2. Equivalent certification from a public or private certifying or a teacher accrediting organization or agency granted reciprocity by the state education 3. Department; and at least two years of experience as a group teacher in a program for children under six | **And**  At least two years of experience as a group teacher for children under six |

**To submit nominations or candidacies please contact:**

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The Joel Paul Group

All resumes must be submitted in Word format