



### **Educational Director Job Description**

Bronx House proudly offers a Universal Pre-Kindergarten (UPK) program in conjunction with the NYC Department of Education. Our UPK program offers a warm, nurturing, stimulating atmosphere where children can expand their skill set and discover the joys of learning in a classroom setting.

The Educational Director will work in conjunction with the Early Childhood Center Director to ensure that the program's educational philosophy and teaching practices are in alignment with the local, state, and federal regulations as well as policies regarding the needs and interests of the Bronx House UPK students and their families.

#### **Required Core Competencies:**

- Assist the Early Childhood Center Director in the planning, and supervising of the Bronx House UPK program in accordance with the policies and philosophies of Bronx House and the NYC Department of Education.
- Working collaboratively with the Early Childhood Center Director as pertains to areas of the curriculum to ensure that the philosophy continues to align with the expectations of the Department of Education and the developmental needs of the children served.
- Overseeing implementation and professional development around authentic assessments.
- Observing, coaching, and providing ongoing feedback to teachers concerning their teaching practices.
- Reviewing unit and lesson plans, and offering feedback and assistance.
- Selection of exemplar lesson plans for the Bronx House professional development library.
- Creating Professional Development workshops to ensure that teachers' knowledge and practice meet the mandates of the Department of Education, and that they learn and can use strategies to implement best practices in classroom.
- Establishing relationships with parents as part of a program-wide effort to foster an environment where parents feel welcomed and invited to partake in their child's educational experiences.
- Basic knowledge of child development including typical and atypical language, cognitive, motor, social, and self-help skills development.
- Ensure records on children and families are current, complete, and confidential.
- Ensure all required reports are completed accurately and in a timely manner.
- Modeling of appropriate behavior for children, parents, and other staff.
- Perform other duties as required.

#### **Qualifications**

- Good interpersonal skills.
- Propensity for problem-solving.
- Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues.

- Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds and must have knowledge of and sensitivity to the educational and socio-economic needs of the children and families served.
- Willingness to comply with the established agency performance standards which may include productivity/personal responsibility, embracing a team player orientation, and maintaining a professional demeanor.
- Demonstrate self-motivation, continual learning, and taking initiative.
- Ethical and professional conduct that enables the building of a respectful, trusting and collaborative relationship with the center staff.
- Bilingual in Spanish, Albanian, or Chinese (Mandarin) preferred.

**Required Experience:**

- Bachelor's Degree in Early Childhood Education and at least two years of classroom experience in an Early Childhood setting.
- Demonstrated capacity in planning age-appropriate classroom activities, observing children's behaviors, and professionally engaging with parents, and colleagues.
- Administrative experience in an Early Childhood setting.
- Knowledge of Prekindergarten Foundation for the Common Core (PKFCC).
- Knowledge of The Creative Curriculum.
- Knowledge of Teaching Strategies GOLD and best practices in authentic assessments.

**Required Licenses:**

- NYS Early Childhood Certification (Birth –Grade2)