

Job Title	Educational Director
PVN ID	BK-1507-000633
Category	Managerial and Professional
Location	BROOKLYN COLLEGE
Department	Education
Status	Full Time
Annual Salary	\$58,000.00 - \$68,000.00
Hour(s) a Week	35
Closing Date	Sep 21, 2015 (Or Until Filled)

General Description

The Brooklyn College Early Childhood Center (BCECC) educates and cares for children of Brooklyn College students and their families through best practice, while also providing professional preparation for undergraduate and graduate early childhood students, in a setting for research to improve practice and inform theory in the field, and outreach activities for infant, toddler and preschool teachers and teachers-in-training in Brooklyn, New York City, and internationally.

The BCECC community of children, families, teachers, staff, teachers-in-training and university faculty work together to create, recreate and maintain developmentally appropriate practices that are family-centered, relationship-based and informed by research and practices from a variety of local and international pedagogies that are concerned with improving early childhood education and care for ethnically and linguistically diverse young children, with and without special needs, and their families and to support parent-child relationships. The BCECC is rooted in a commitment to the inclusion and celebration of differences of all kinds, to multilingual and multicultural education, and to early intervention. In service of these goals the arts, aesthetic education and play are at the heart of the BCECC curriculum.

We are looking for an educational director with the experience and commitment to work as a team member with the BCECC director and BC's Department of Early Childhood and Art Education's (ECAE) chair and faculty liaison; and the BCECC children, families and teachers.

Skills:

- Effective oral and written communication skills
- Knowledge of NYCDOMH, NYCDOE, and OCFS contractual childcare regulations
- Knowledge of local, state, and federal grant guidelines
- Strong understanding of early childhood developmentally appropriate principles, curriculum planning and implementation, and families
- Effective organizational skills
- Ability to work as a team member
- Ability to effectively manage personnel
- Ability to meet deadlines
- Ability to make data driven decisions

Other Duties

Under the direct supervision of the BCECC Director, the BCECC Education Director will carry out the following responsibilities:

Administrative Duties:

- In collaboration with the BCECC Director and faculty liaison, provide high quality early childhood services to all children and families enrolled, as well as oversee program registration and waitlists.
- In collaboration with the BCECC Director and faculty liaison, assist in the creation of a system to ensure quality assurance and quality improvement in accordance with all local, state, and federal guidelines, which includes overseeing data collection of children's and their families' clinical files, and research-related information.
- In collaboration with the BCECC Director and faculty liaison, identify program needs and implement a plan to ensure program needs are met in a timely manner.
- In collaboration with the BCECC Director, identify education staffing needs and hire education staff in accordance with the necessary local, state, and/or federal guidelines.
- In collaboration with the BCECC Director, ensure that all reporting, evaluations, and licensing requirements are met within the local, state, and/or federal guidelines.
- In collaboration with the BCECC Director, identify alternate funding opportunities, program enhancement and research initiatives, and assist in the completion of required applications and program proposals.
- In collaboration with the BCECC Director, ensure that all data collection, reporting, and evaluations for research and program audits and accreditation occur in a timely manner.
- In collaboration with the BCECC Director and faculty liaison, assist in the creation of long-term and short-term strategic program improvement goals.
- Provide orientations to BCECC families, staff and faculty regularly and on an "as needed" basis.
- Participate in and represent the BCECC program in local, state, and/or federal meetings and conferences, as directed by the BCECC Director.
- Other related duties as assigned by the BCECC Director.

Education and Family Engagement related duties:

- Provide leadership and coordination in the development of early childhood curriculum and the implementation of instructional program, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on early childhood learning and development and families.
- Regularly monitor and evaluate the performance of individual education staff and education teams.
- Work closely with and assist education staff in the creation and implementation of an individualized Professional Improvement Plan (PIP).
- In collaboration with the BCECC Director, organize and conduct annual individual education staff and education team performance reviews.
- Provide opportunities for effective staff development that addresses the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff share successful practices and strategies.
- Provide individualized skill development and mentoring via classroom observations, supervision meetings, and professional development.

- In collaboration with the BCECC Director and faculty liaison, plan for parent meetings, training, and family engagement initiatives to enhance program/family relationships and support parent-child and child-family relationships.
- Work closely with families and education staff to ensure children in need of early intervention/special education services are screened, referred, evaluated and receive services in a timely manner in accordance with state and federal law.
- Work closely with education staff and families to ensure the effective support and implementation of identified EI/CPSE children's IFSP's and IEP's.
- Provide support services of children's transition plan, including work with community providers of early care and education, early intervention, CPSE, local school districts and other educational/mental health institutions.
- Other related duties as assigned by the BCECC Director.

Liaison with Department of Early Childhood and Art Education (ECAE) and other BC Departments/Programs:

- Regularly participate in ECAE departmental meetings and events.
- In collaboration with BCECC Director and faculty liaison, create an atmosphere for ECAE department faculty and graduate students to conduct early childhood and family research, training and other program initiatives to enhance program quality.
- In collaboration with BCECC Director and faculty liaison, coordinate and manage ECAE fieldwork experiences, student-teaching interns and volunteers, which include providing orientations and ongoing professional development.
- Provide outreach to other BC academic departments and programs to support faculty research and create partnerships (e.g., Speech Communications Arts and Sciences, Psychology, Puppetry in Practice).
- Other related duties as assigned by the BCECC Director.

Qualifications

- Professional expertise in specialty areas of Early Childhood Education/Development, Early Intervention and Early Childhood/Special Education, requires at minimum a Bachelor's Degree, Master's Degree preferred in relevant discipline, combined with at least two years of advanced professional level experience in an early childhood education/early intervention environment
- Advanced teaching or training skills
- Valid NYS Certification in ECE (Birth-2)