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Job Title	Educational Director/Coach
PVN ID	BK-1611-001486
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	Early Childhood Education/Art Education
Status	Full Time
Annual Salary	\$61,394.00 - \$97,628.00
Hour(s) a Week	35
Closing Date	Jan 07, 2017 (Or Until Filled)

## General Description

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Under the supervision of the Department Chair of the Early Childhood Education and Art Education Department (ECAE), the Early Childhood Center Educational Director and Coach is responsible for the educational program of the Early Childhood Center. He/she will ensure a quality program for all young children, provide coaching and reflective supervision to the professional staff and work in partnership with the ECAE faculty and Early Childhood Center Director in conducting professional development and research.

The Early Childhood Center (ECC) is the laboratory school of the School of Education at Brooklyn College. The ECC community of children, families, teachers, staff, teachers-in-training and university faculty work together to create a high quality developmentally appropriate educational and caring environment for infants, toddlers and young children. The ECC is rooted in a commitment to the inclusion and celebration of differences, multilingual and multicultural education, and early intervention. Each day there is a commitment to the development of healthy bodies and minds. Our approach is family-centered, relationship-based and informed by past and current research and practices. Play, the arts and aesthetic education are at the heart of the ECC curriculum.

## Other Duties

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**Early Childhood Center Responsibilities:** In collaboration with the ECAE Department Chair, the ECC director and the Early Childhood Program faculty liaison, the Educational Director and Coach will lead the ECC by:

- Providing high quality early childhood services to all children and families enrolled,
- Providing leadership in the development and implementation of a progressive early childhood curriculum,
- Implementing laboratory initiatives such as early intervention and dual language education,
- Coaching, mentoring and evaluating the ECC teachers and staff
- Providing opportunities for staff development i.e. workshops, conferences, visitations, demonstration lessons and sessions.
- Working with outside agencies, EI/ECSP providers, ECC teachers and staff in providing quality services to infants, toddlers and young children with disabilities

- Planning parent meetings, workshops and family engagement initiatives,
- Hiring and assigning teachers and staff to classrooms,
- Assisting educational staff in the creation and implementation of individualized Professional Improvement Plans (PIP),
- Providing orientation for families, students and staff, and
- Participating in local, state, and/or federal meetings and conferences.

**Early Childhood and Art Education (ECAE) Department Responsibilities:** The Educational Director and Coach will:

- Work closely with the ECAE Chair and faculty to design and develop laboratory school initiatives and research, including research and training grants,
- Assist in the creation of long-term and short-term strategic ECC program goals,
- Attend ECAE departmental and Early Childhood Program meetings and events,
- Assist and participate in ECAE department faculty and graduate student research to enhance understanding of child development and program practices and quality,
- Coordinate and manage ECAE fieldwork experiences, student-teaching interns and volunteers, including providing orientations and ongoing professional development,
- Provide outreach to BC academic departments and programs to support faculty research and create additional clinical partnerships (e.g., Speech Communications Arts and Sciences, Psychology, Puppetry in Practice), and
- Other related duties as assigned by the ECAE Chair and ECP Faculty Liaison.

**Skills Needed:**

- Strong understanding of child development, developmentally appropriate principles, and curriculum design, planning and implementation
- Reflective supervision and coaching
- Working with families and parent-child dyads
- Working with multiple stakeholders, administration, teachers and parents
- Collect and analyze data to make decisions
- Assist in research design and implementation
- Effective oral and written communication and organizational skills
- Knowledge of NYCDOMH, NYCDOE, and OCFS contractual childcare regulations

## Qualifications

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- Professional expertise and experience in Early Childhood Education. Experience in Early Intervention and Early Childhood/Special Education a plus. A Bachelor's Degree is required (Master's or Doctoral Degree preferred in relevant discipline), combined with at least two years of advanced professional level experience in an early childhood education/early intervention environment.
- Valid NYS Certification in ECE (Birth-2). Early Childhood Special Education Certification in Early Childhood and/or an Advanced Certificate in Early Intervention and Parenting preferred.