
Job Title	Educational Director/Group Teacher
PVN ID	QC-1907-003199
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	Child Development Center
Status	Full Time
Annual Salary	\$55,508.00 - \$71,662.00
Hour(s) a Week	35
Closing Date	Jul 31, 2023 (Or Until Filled)

General Description

The Child Development Center is a campus based program serving children of undergraduate and graduate students, staff/faculty and academic departments in need of practical experience opportunities for their students. Children between the ages of 30 months and 10 years of age are served through a licensed early childhood and after school program. The Center operates 9:00 AM – 8:00 PM, M-Th and Frdays 9:00 AM - 5:00 PM during the Spring and Summer semesters and M-Th 9:00 AM - 5:00 PM during the summer.

The Educational Director/Group Teacher will be responsible for leading the teaching staff, articulating good early childhood practices, providing a model classroom for students and general supervision/management of the educational program. This position reports to the Executive Director.

Other Duties

- Planning and supervising all children's programs including the design and implementation of curriculum in accordance with the Center's policies and philosophy.
- Implementing a warm and safe learning environment that is orderly, clean, safe, and appealing to children.
- Supervising group teachers and all other classroom staff in areas such as training, evaluation, coordination of periodic planning meetings, and planning and implementing curriculum.
- Along with the Executive Director, determining the classroom assignment of individual children.
- Observing and assessing each child's level of development in conjunction with child's primary teacher and other classroom staff.
- Overseeing the maintenance of all classroom records including attendance and arrival/departure forms.
- Consulting with Office Manager on issues pertaining to scheduling, tuition, and policies and procedures for staff, children, and parent
- Coordinating the review, amendment, and development of emergency and accident procedures with all classroom staff.
- Designing and implementing regular parent training and support groups with fellow Center Staff/Students.

- Creating and participating in public relation and fundraising events sponsored by the Center.
- Attending staff meetings and participating in recommended workshops, conferences, and other aspects of professional development.
- Maintaining a professional attitude toward the Center.
- Using Center policies as guidelines in relating to the parents, the children and the public.
- Coordinating the interviews, scheduling, classroom assignments, and supervision of students doing field work, work study and course work in the Center.
- Serving as a resource to the teaching staff and students, staff, and faculty of Queens College.
- Assuming the responsibilities outlined in the Group Teacher job description.
- Other duties as assigned.

Qualifications

- Master's Degree in Early Childhood Education
- Must be NYS permanently certified in early childhood education
- Permanent NYS Certification B-2
- Experience with Program Oversight, Staff Supervision & Curriculum Development
- Prior Experience Working In a Highly Diverse Setting
- Ability to Provide Parent Training
- Experience Supervising Student Interns Preferred