
Job Title	Master Teacher/Educational Director
PVN ID	QC-2307-005740
Category	Instruction and Social Service
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	Mar 01, 2024 (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 Fridays 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 Acting Master Teacher / Educational Director 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 Centers policies and good early childhood practice.
- Preparing a warm and safe learning environment that is orderly, clean, safe and appealing to children and parents.
- Supervision of group teachers as well as other classroom staff pertaining to training, evaluation, coordination of weekly planning meetings and providing opportunities for all team members to participate in planning and implementing curriculum.
- Collaborating with the Office Manager to determine classroom assignments of individual children.
- Observing and assessing each child's level of development in conjunction with all other classroom staff, including regular parent-teacher meetings.
- Overseeing the development and use of all classroom records, including daily child attendance forms.
- Consulting with the Office Manager on issues pertaining to scheduling, tuition, policies and procedures for staff, children and parents.
- Following all Center emergency and accident procedures as well as assisting all classroom staff with

same.

- Intervening as needed to address disagreements between staff as well as staff and parents
- The design and implementation of regular parent training and / or support groups
- Assuming an equal share of the classroom housekeeping responsibilities
- Participating in public relations/fund raising events sponsored by the Center
- Attending staff meetings and participating in mandatory NYC DOH trainings

Qualifications

- Maintaining a professional attitude via utilizing Center policies and generally accepted good early childhood practice in relating to staff, parents, children and students at Queens College
- Coordinating students performing field work/student teaching in the Center, including interviewing/selecting/scheduling students and acting as a contact on behalf of the CDC with students' instructor/advisor.
- Interviewing/selecting/scheduling work-study students in conjunction with the Executive Director
- Serving as a resource to the classroom staff
- Serving as a head teacher for the 3–5-year-old group