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

## General Description

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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 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

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- 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

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- 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