



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a full time Education Site Director to provide supervision to staff and ensure safety of all children at their assigned locations. The Site Education Director will work closely with the Director to help create and implement a curriculum that is based upon developmentally appropriate practices and is individualized to meet the needs of each child, which includes working with teachers to plan ahead of time, review lesson plans and hold targeted professional development trainings. This position reports to the Assistant Executive Director for Early Childhood Services.

Minimum Qualifications:

- MA in Early Childhood Education
- Provisional/Permanent NYS Early Childhood Education Certification in Birth-2nd Grade required
- 5 years teaching experience in a pre-school setting
- 2 years in a supervisory capacity

Responsibilities:

- Oversee classroom staffing, paperwork and curriculum to ensure proper coverage and compliance with DOHMH (Article 47), ACS and Head Start regulation
- Assist the teachers with daily supervision of classroom activities when necessary
- Oversee and maintain the implementation of high quality programming with evidence-based curricular and child outcomes, including lesson planning, observations, portfolios and Parent/Teacher Conferences
- Assist in the planning and execution of the program to provide child care for children which takes into account the educational, social, developmental and health needs of the group, as well as the individual child
- Demonstrate strong supervisory skills and leadership qualities
- Establish and maintain strong professional relationships based upon mutual respect and shared goals
- Provide guidance, training and coaching to teaching staff on implementing lesson plans and responding to the social emotional needs of young children
- Responsible for documenting meetings, trainings and in-service workshops
- Continuous written observations of staff and yearly evaluations based upon those observations
- Support staff in meeting the individual needs of children through individualized planning, which also includes input from the child's family
- Work collaboratively with other supervisors to implement the program to its fullest

- Assist in the review of program practices and update program plans, policies and procedures
- Responsible for upholding Hamilton-Madison House's philosophy and ensuring proper communication with staff
- Monitor and evaluate the instructional methods/effectiveness and ensure the fidelity of educational and student activity programs
- Maintain a safe and productive work environment through timely communication and consistent administration of Hamilton-Madison House disciplinary practices in cases of unsatisfactory job performance, misconduct, or behavior that violates HMH policies/procedures
- Work with new and current families to foster student and program success
- Continuously communicate with other supervisors and teachers in an effort to keep all parties informed and up to date

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date: September 24, 2018

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer