Title: Education Director
Location: Urban Horizons Early Childhood Discovery Center
Reports to: Silvana Vasconcelos, Center Director

About Us:

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities of which residents can be proud. WHEDco’s mission is to create and bridge access to resources in the South Bronx that support thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

Job Summary:

WHEDco seeks a full-time Education Director in the Urban Horizons Early Childhood Discovery Center, a year-round Early Learn NYC and Head Start program for three-and four-year-old children. The Center serves 111 pre-school students from over 20 different countries. WHEDco’s full-day program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively. Each year 100% of the students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

The Education Director will oversee daily classroom operation to ensure that the overall educational program is conducted in a developmentally appropriate manner and that all domains of the Classroom Scoring System (CLASS) is observed and strengthen, particularly the Instructional Support Domain.

Responsibilities:

- Observe each classroom with particular attention to student behavior, teaching technique and style to ensure adherence to developmentally-appropriately early childhood practices.
- Aid teachers in their planning and assessment of program for individual children and the class as a whole, provide technical assistance and training to staff, and help teachers and assistants work cooperatively in a team.
- Ensure that all classrooms comply with the Federal Head Start and Division of Early Childhood Education (DECE) of the New York City Department of Education (DOE) learning standards, including Early Childhood Framework for Quality (EFQ), COR Advantage and the School Readiness Goals (SRGs).
• Monitor the safety and security of indoor and outdoor spaces by regularly walking around the premises.
• Coordinate daily work schedules, arrange for substitute teachers when necessary, and work in classrooms to ensure appropriate coverage when needed.
• Keep informed about practices, research, legislation, and other developments with DECE.
• Work closely with Coordinator of Family Services to promote active parental involvement in the education service plan and the Center operations overall.
• Work with the Family Services Coordinator and Center Director to develop linkages and partnerships with community resources.
• Collect, record, and analyze data related to child outcomes and assessments.
• Responsible with the Center Director for completion of yearly performance appraisals for the teaching staff.
• Work in close collaboration with Disabilities Coordinator to facilitate referrals.
• In collaboration with Disabilities Coordinator, ensure that children’s developmental screenings take place within 45 days of enrollment and that results are entered into the Vendor Portal no later than 21 days after the screening date.
• Any and all other duties and responsibilities as assigned by Center Director.

Qualifications:

• Master’s degree in Early Childhood Education with New York State Teacher Certification required.
• A minimum of two (2) years of experience planning lessons and leading activities in a classroom setting required.
• At least two years of experience of supervisory experience required.
• Excellent interpersonal, organizational, verbal and written communications skills.
• Experience in MS Office suite (including Excel and Word) and excellent overall computer and technical skills.
• Ability to develop and maintain effective working relationships with staff and clients.
• Satisfactory completion of medical examinations as well as other required pre-employment screenings required.
• Proven ability to read, write, and speak clearly in English required; Fluency in a language common among participant families is a plus.
• Familiarity with and a commitment to Incredible Years teaching strategies and/or Mindfulness in Education philosophy a plus.
• Must be able to lift up to 30 pounds as well as the ability to conduct home visits using public transportation which involves climbing stairs.
• Previous work experience in low-income communities preferred.

Excellent benefits and competitive salary based on experience.

All new hires must provide proof of having received at least one dose of a U.S. Food and Drug Administration (“FDA”) authorized COVID-19 vaccine by their first day of employment, and proof of full vaccination within 30 calendar days.
To apply, please submit a cover letter and resume to svasconcelos@whedco.org with “Education Director” and your name in the subject line.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.