

87-34 85<sup>th</sup> Street, Woodhaven, NY 11421

718-296-6683

Director: Elaine Tellstone

Qualifications:

- B.A in Early Childhood Education and NYS Certified in Early Childhood Education
- First Aid and CPR Certified, Mandated Reporter Training, (SCR) Criminal Review, DOI Fingerprinting
- At least 2 years experience working with preschool children
- 3 professional/personal references
- Physical examination
- Infectious disease training

Duties and Responsibilities:

- Supervise the development, organization, implementation, coordination, and evaluation of the Early Childhood and Preschool instructional programs to ensure that all students meet or exceed the Common Core Curriculum Standards.
- Communicate effectively with parents, members of the community, and colleagues.
- Establish and promote high standards and expectations for students and staff assigned to Early Childhood and Preschool programs.
- Ensure that centers are connected to the current unit.
- Oversee and train teaching staff.
- Attend professional development days to obtain new learning material, ideas, etc. and/or review current curriculum.
- Attend monthly School Board Meetings.
- Conduct informal and formal observations of the teaching staff.
- Substitute for the Teacher or Assistant Teacher as needed.
- Conduct Professional Development meetings with the teaching staff.
- Prepare monthly reports for the School Board.
- Adhere to DOH and DOE regulations
- Follow work schedule and be punctual.
- Assist the School Director as needed including work related to the development of advertising strategies and materials.