



A National Model of Excellence in Toddler,
Preschool, and School-Age Care and Education

December 2019

EARLY CHILDHOOD EDUCATION DIRECTOR POSITION DESCRIPTION

Reports to: Executive Director

Supervises: Early Childhood Education Coordinators, Teachers, Librarian, Education Assistant

Job Summary:

The Early Childhood Education Director is a member of the management team that administers overall center operations. The ECED is responsible for the quality of services provided to toddlers and preschoolers and their families.

Licensing and Accreditation Compliance:

Stay abreast of relevant regulatory and accreditation standards. Assess Children's Village's level of compliance with these standards and work with the administrative team and teachers to correct areas of noncompliance or deficiency. Ensure that Children's Village meets documentation and other general performance requirements. Prepare for and host compliance monitoring visits.

Education and Curriculum:

Shape and spearhead the Children's Village vision of high-quality education in a forward-thinking, reflective and innovative manner that embraces current industry standards, but that also looks ahead to emerging practice. In accordance with regulatory and accreditation agencies, and in line with current and expert thinking, select, adopt and implement exemplary curricula for the toddler and preschool programs. Ensure curricula are aligned with the Children's Village mission and core values.

Support teachers in curriculum delivery through direct observation and feedback and by critical review of documentation and communications. Evaluate classroom environments, room layouts, equipment, materials and supplies to make sure these are all adequate to deliver the curricula and uphold all standards to which Children's Village subscribes. Maintain accurate accounting of classroom expenditures in accordance with the budget, approving classroom purchases that are curriculum- and standards-driven.

Chair the Education Committee, which brings teachers, administrators, parents, board members and community members together to discuss and form recommendations on matters related to education and classroom programming.

Assessment and Screening:

Monitor the implementation, documentation and tracking of all children's assessments and screenings as required by regulatory and accrediting authorities. Update, as needed, the Assessment and Screening Policy to capture accurately the current policy and practice. Ensure teachers receive the support they need

to comply with their assessment requirements.

Ensure that teachers complete child development reports and that parent-teacher conferences and home visits occur. Support teachers to ensure that these narrative reports, conferences and home visits are meaningfully reflective of the curricula, and that the focus is on children's unique strengths, needs and interests. Assist teachers to address behavioral difficulties and developmental concerns in a manner that recognizes the child's needs and feelings, and strives for the overall goal of full classroom inclusion.

Supporting Teachers when Children Present Special Needs:

Collaborate with the Family Services Department in meeting the social-emotional, linguistic, educational and physical needs of all children at Children's Village, including those needing extra supports to fully participate in the group setting. Review Individualized Family Service Plans and Individualized Education Plans to ensure the established goals are addressed by the classroom lesson plans. Support teachers in identifying children who may benefit from early intervention services, school-age special education and/or other needed supports. Advocate for and assist children presenting special needs by promoting a thorough understanding of their needs as expressed by their behavior, and by encouraging teachers to follow suit.

Families and Teachers, Educating Children Together:

Embrace and promote the Children's Village value placed on the families, cultures and communities of the children. In collaboration with the Family Services Department, involve children's families in the curriculum and the life of the center. Assure that all postings and wall displays reflect and respond to this value.

Assist teachers in ensuring that the curricula and the ways they are implemented secure family participation, and that the curricula reflect the languages, customs, skills, experiences and interests of the children's families. Join a sampling of parent-teacher conferences and home visits (at least some for each teacher annually) to monitor and mentor teachers in this family-centered approach.

Coordinate with the Family Services Director the parent education series topics related to child development and education. Enlist teacher support in the planning for and execution of workshops that promote educational family activities, that increase parent understanding of the curricula and that demonstrate how parents can support children's learning at home as a family.

General Administration:

Assist the Executive Director, management team and other administrative staff as needed. Know and endorse all Children's Village policies and procedures. Recommend revisions and additions to Children's Village policies and procedures in order to improve compliance with regulatory and accrediting bodies and to maintain Children's Village's alignment with current thinking in other relevant practice.

Coordinate the staff development plan at Children's Village. Monitor the staff development goals of individual classroom staff. Assist administrators to acquire training in the educational theories and child development concepts needed to understand the curriculum and other classroom practices. Plan and execute, in collaboration with the management team, the annual all-staff training.

Open and close the center, in collaboration with the management team. In the absence of the Executive Director, ensure immediate organizational needs are met. Assume responsibilities of other management team members in their absence when necessary.

Coordinate with the Office Manager the maintenance needs of the classrooms, setting priorities so that health and safety concerns for children and teachers are addressed first.

Promote the program in Children's Village's immediate neighborhood, within the wider community and in the field of education locally, regionally and beyond. Support the center's goal of maintaining center enrollment at capacity in all age groups.

Maintain strict professional standards of confidentiality regarding children, families, staff and applicable agencies.

Specific Duties not Noted Above:

- Hire, orient, train and evaluate teaching staff. Ensure that final probation observations are completed.
- Schedule, approve, and conduct training for staff. Ensure that individual staff PD plans are in place and that annual goals are met. Support quality in-service programming based on identified needs.
- Schedule, complete and share results of Level 1 to Level 2 observations.
- Approve teacher schedules for home visits/ conferences.
- Approve extra hours for staff.
- Schedule and coordinate interns/observers and other adult learners completing field placements at Children's Village. Ensure that all required clearances are on site.
- Approve petty cash for ECE department.
- Approve expenditures within budget for the ECE department.
- Address concerns expressed by families.
- Coordinate volunteers.
- Complete Spring preschool program tours for parents of toddlers turning three years by the following fall.
- Complete preschool program placements of toddlers moving up.
- Plan academic calendar.
- Complete ECERS/ ITERS/ CLASS observations.
- Attend Committee Meetings.
- Collaborate with Development Department on current/ potential grants.
- Complete monthly ECE Department reports.

Additional Responsibilities:

From time to time, responsibilities in addition to those listed above may be required to meet the needs of Children's Village.

Physical Demands:

The candidate must be able to observe center operations by sight and sound for supervisory purposes, and must be able to effectively communicate with coworkers. The candidate may be expected to assist in the classroom, which includes picking up children, or helping a child who is having trouble maintaining physical self-control. The candidate must be able to assist in a center evacuation, which can involve walking up and down several flights of stairs. The candidate must be able to walk distances and travel to other parts of the city, or even farther, for home visits, meetings and trainings.

Hours/Shift:

This full-time, exempt, management-level position has flexible hours. The hours are modified in order to open or close the center, as needed. Additionally, to meet the needs of Children’s Village, it may be necessary to work extended hours, including nights and weekends. Holiday schedule and leave policy are outlined in the employee manual.

Qualifications:

1. Educational Degree – A master’s degree from an accredited college in early childhood education or related field required.
2. Experience – Classroom teaching experience and program supervisory experience (beyond one’s own classroom) required. Experience in toddler and preschool classrooms desired. Must include demonstrated ability to fully comprehend and comply with regulatory/accrediting bodies, while supervising others to do the same.
3. PA Level II Teacher Certification in Early Childhood Education required
4. PQAS instructor certification desired

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Children’s Village is a non-profit 501 (c)(3) organization.

A copy of Children’s Village’s official registration and financial information may be obtained from the Pennsylvania Department of State by calling toll-free, within PA, 1-800-732-0999. Registration does not imply endorsement.

