

**Auxiliary Enterprise Board of New York City College of Technology of the
City University of New York
OUR CHILDREN'S CENTER**

Interim Assistant Educational Director Vacancy

Job Description

Our Children's Center (OCC) is the child care center at New York City College of Technology of CUNY (City Tech). The assistant educational director will work closely with the OCC Director to ensure that the Center provides high-quality education and care to its young students, and that the Center complies with all applicable laws and regulations.

The assistant educational director is an employee of the Auxiliary Enterprise Board of City Tech, a separate non-profit corporation that supports the activities of New York City College of Technology.

Responsibilities:

Classroom Management

- Assist in curriculum development in conjunction with head teachers; ensure that classroom physical environment supports the curriculum; maintain inventory of classroom equipment and supplies to support the curriculum;
- Responsible for conducting and monitoring staff trainings as required to meet NYC Dept of Health and NAC Accreditation standards
- Assist in evaluating all classroom personnel bi-annually
- Child observation, assessment and referrals (where appropriate) in consultation with the OCC Director, DOE Social Worker, and teaching staff.
- Oversee adherence to the DOH health and safety requirements. Conduct monthly emergency exit drills, ensuring all are documented
- Assist the Director in reviewing lesson plans
- Annually review and record children's immunization for online reporting insuring all children's record are up to date
- Assist in preparation of classrooms for National Accreditation Center (NAC), Classroom Assessment Scoring System (CLASS), and/or Early Childhood Environment Rating Scale (ECCERS) via classroom observation

Center Management

- Ensure compliance with applicable New York City laws governing child care centers.
- Participate in and represent the child care center at parent outreach, open house and Giving Tuesday initiatives

- Maintain staff trainings insuring that they meet NYC Dept of Health and NAC Accreditation standards
- Act as Advisor for Parent Club, available to answer their questions and concerns
- Reporting facilities issues to the Administrative Director

Requirements and Qualifications

- Bachelor's degree
- New York State Teacher Certification in (B-2) Early Childhood Education, Elementary or Special Education.
- Minimum 2 years of experience as an Early Childhood Education program teacher.
- Minimum 1 years of experience as an Early Childhood program administrator, including staff management.

Compensation:

\$67,784-\$86,645

Salary is commensurate with qualifications and experience.

Employee benefits include 13 paid holidays a year, medical benefits, accrued sick and vacation time after 3 months of employment, and participation in a retirement plan after 1 year of employment.

FLSA Status: Exempt

How to apply:

Email your resume and cover letter to: VPMSA@citytech.cuny.edu

Closing Date: Open until filled, with review of resumes to begin on or after July 1, 2024.

Equal Employment Opportunity/Affirmative Action. The Auxiliary Enterprise Board of New York City College of Technology complies with all applicable federal, New York State, and New York City laws regarding equal employment opportunity and affirmative action.