



## Education Director Job Description

Since 2011, Mi Casita built a creative and inspired bilingual daycare/preschool in a home, as well as a second location. We have finally been able to secure a space that will allow us to expand into a three-classroom school in Bedford-Stuyvesant! We are looking for extremely motivated visionary educators, and a fearless leader to help us navigate through this period of growth and beyond. As Education Director, you will have extensive input in to space layout, curriculum design and implementation. This position is for someone with industry experience who is looking for the opportunity to start a school from the ground up.

The Education Director is responsible for advancing and upholding Mi Casita's mission through program development, support, assessment, and innovation. The Education Director will help hire and work closely with the Head Teachers, Assistants, after school teachers and the Executive Director to take forward key educational initiatives and community events.

### **The Education Director responsibilities will include:**

#### **Professional Development & Supervision**

- Nurturing, developing, and evaluating teachers to ensure their growth as experienced educators and leaders through frequent observation and feedback and bi-annual appraisal conversations;
- Identifying high quality professional development workshops for teachers and/or creating individualized workshops to support teachers' continued growth and development;
- Ensuring the development and documentation of plans and best pedagogical practices aligned to Mi Casita's vision and mission;
- Supervising interactions between educators and children and parents to insure professionalism;
- Working with the Preschool Director to develop comprehensive assessment and evaluation tools. This includes a system for observing and recording children's actions, interactions, and development.
- Working with the Preschool Director to create and document an overall professional development program that is in line with Mi Casita's mission of creating global citizens and stewards of the environment;

#### **Curriculum Design & Collaboration**

- Collaborating and critically analyzing curriculum for after school programs to ensure that activities are thoughtful, intentional, relevant to children and their communities, developmentally appropriate and connected to Mi Casita's mission;
- Being a resource for program teachers to plan curriculum and problem-solve challenges that arise in their classrooms;
- Gaining knowledge of local artists, events, and community-based organizations for program teachers to draw from;
- Approving field trip plans;
- Crafting and signing off on plans for all non-preschool programs.



### **Program Assessment & Evaluation**

- Assessing the overall effectiveness of each program by developing a set of standard criteria and metrics and regularly observing each program;
- Regularly communicating with after school teachers, the Preschool Director, and the Executive Director about these observations and plans to leverage strengths and address challenges;
- Guiding program teachers in how to analyze and use observations and assessments to inform planning.
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### **Administration & Outreach**

- Cultivating relationships with parents and the broader community. This includes leading parent and community events related to Mi Casita's mission and educational philosophy, attending special events such as open houses for prospective families and fundraising activities;
- Building relationships with key professors who can aid in recruitment and support training needs;
- Ensuring and maintaining that program teachers' folders are up-to-date and include all required information;
- Managing program budgets and ordering necessary classroom supplies;
- Mapping the landscape of professional development providers in New York City, with an emphasis on preparing bilingual educators, to build a comprehensive database of the best resources organized by theme and priority (e.g. CPR & first aid, MAT training, science in early childhood education, etc.);
- Tracking of all professional development efforts according to DOH requirements;
- Managing teachers' schedules and finding or serving as a substitute when required;
- Developing a roster of qualified (i.e. have health forms, references, fingerprints, background checks) substitutes;
- Representing Mi Casita at teacher recruitment events and building relationships with Preschool/Executive Directors at other relevant organizations.

### **Leadership Team Collaboration & Strategic Planning**

- Being one of Mi Casita's "big dreamers" and collaborating with the leadership team to learn from Mi Casita's past and shape its present and future;
- Actively participating in the hiring process for future teachers and administrative staff to ensure that Mi Casita maintains a strong team aligned to the organization's mission.

### **Personal Development & Growth**

- Articulating personal strengths, areas for improvement, and realistic goals to guide growth and reflection;
- Seeking and being open to regular feedback from the Executive Director as well as other colleagues;
- Actively participating in and preparing for bi-annual appraisal conversations with the Executive Director;
- Proactively seeking and engaging in relevant professional development opportunities.



**Hours:**

The Education Director is a full-time position. Hours are generally 9am to 5pm, Monday to Friday.

**Qualifications:**

- Spanish speaker;
- Proficient in English;
- Bachelor's degree in Early Childhood Education preferably with an emphasis on bilingual education;
- Teaching certification for Birth to 6<sup>th</sup> Grade;
- At least five years of experience working with young children ages in school or afterschool settings;
- Experience leading and developing teams;
- Knowledgeable about New York City-based early and bilingual education programs;
- Exceptional written and verbal communications skills as well as proven problem-solving skills;
- Initiative and resourcefulness are much desired traits as is a positive attitude and the ability to be a team player; and
- Demonstrated commitment to Mi Casita 's mission.