



50 East 168th Street, Bronx, New York 10452  
[www.WHEDco.org](http://www.WHEDco.org)

**Title:** Education Director  
**Location:** Urban Horizons Early Childhood Discovery Center  
**Reports to:** Center Director

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve 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 that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

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.

**Position Summary:** WHEDco seeks a committed and enthusiastic **Education Director** to help lead its nationally-accredited Urban Horizons Early Childhood Discovery Center, an EarlyLearn NYC Head Start program. The Center serves over 100 preschool children from 20 different countries. WHEDco's full-day, year-round program offers a nurturing environment that allows children to develop confidence, think creatively, analyze information and communicate effectively in preparation for elementary school and beyond. Each year, 100% of the Center's students graduate prepared for kindergarten, ensuring that they begin their school careers ready to succeed.

The **Education Director** oversees daily classroom operations to ensure that the overall educational program is conducted in a developmentally appropriate manner and is consistent with regulatory and contract requirements.

**Primary Responsibilities:**

- Regularly observe each classroom in the Center with particular attention to student behavior, teaching technique and style;
- Ensure Center curriculum and practices are developmentally-appropriate based on current research, educational standards and best practices in early childhood education;
- 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, help teachers and assistants work and develop cooperatively as a team;

- Ensure that all classrooms comply with Federal Head Start, Early Learn and Universal Pre-Kindergarten performance standards and regulatory requirements;
- Monitor the safety and security of indoor and outdoor spaces by regularly circulating around the premises and by identifying and addressing any areas of potential risk;
- Schedule children’s evaluations and engage in any follow up relating to outside services;
- Work in close collaboration with the Center’s mental health consultant to facilitate referrals to outside services as needed;
- Coordinate with and help oversee Special Itinerant Teachers (SEIT) working with children in the Center.
- Keep informed about practices, research, legislation and other developments in the field of early childhood and in Head Start programming;
- Promote active parental involvement in child development, any education service plan as well as in the Center generally;
- Work with the family service team and Center Director to develop linkages and partnerships with community resources;
- Collect, record, and analyze data related to child outcomes and assessments;
- Partner with the Director to complete regular reviews and evaluations of Center faculty and staff;
- Coordinate daily work schedules, arrange for substitute teachers when necessary, and work in classroom to ensure appropriate coverage when needed;
- Any and all other duties and responsibilities as assigned by Center Director.

**Qualifications:**

- Master’s Degree in Early Childhood Special Education and at least two (2) years of classroom teaching experience in a lead teaching role;
- Experience supervising staff in an educational setting;
- Familiarity with Head Start programs;
- Familiarity with the Incredible Years curriculum a plus, Mindfulness & Trauma Smart a plus;
- Demonstrated commitment to improving low income communities;
- Commitment to the parental involvement in education;
- Bilingual English/Spanish, strongly preferred.

Excellent benefits and competitive salary based on experience.

To respond, please send a cover letter and resume to one of the following:

Email: [eddirector@whedco.org](mailto:eddirector@whedco.org)

Mail: WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452

Attn: **Center Director – Early Childhood Discovery Center**