

Education Director

The SalvationArmy

Brooklyn, NY 11221

Program Director

Full-time

Onsite

\$80,000 - \$80,000 a year

Posted on July 13, 2025

Job Description

Within policy guidelines established by the Board of Directors, the terms of the Purchase of Service Agreement, and licensing requirements, the Educational Director is responsible for overall administration and supervision of the total program of day care services to families and children. These responsibilities shall include coordination and supervision of all program components, such as intellectual growth of young children, preventative health and social services, nutrition, staff development, community outreach, parent involvement in program operation, fiscal management and accountability, office and facilities management. In order to effectively carry out these overall responsibilities, the Educational Director shall consider, confer and consult with other supervisory staff members of the center in arriving at decisions affecting areas in which these persons may be specialists.

Responsibilities

1. Develop and maintain quality standards of education and nurture of the children throughout the entire day of the center's operation.
2. Coordinate the work schedules of staff to ensure adequate coverage throughout the entire day of the center's operation.
3. Ensure that staff records the behavior and progress of each child for the purpose of program planning and referrals.
 1. Help staff to understand the community in which they work and the center's role in fulfilling the mission of The Salvation Army.
 2. Plan and participate in recruitment activities to increase enrollment in the centers.
 3. Supervise staff according to The Salvation Army, DOE and DOH policies and procedures.

4. Facilitate the professional growth and development of staff through regularly scheduled individual conferences, staff meetings and classroom observations
5. Maintain positive and professional relationships with staff and parents.
6. Facilitate ongoing communication with parents regarding their child's progress, center programming and activities, and relevant updates.
7. Assist staff to maintain positive relationships with parents through informal contacts, conferences and planned events.
8. Ensure that expenditures remain within the allotted budget for the center.
9. Maintain current fee collections.
10. Supervise the Bookkeeper in maintaining a system of financial accounting, statistical reporting, and the filing and safeguarding of records.
11. Act as the liaison between the center and the local Corps.
12. Act as the onsite liaison with DOH, DOE and other city and regulatory agencies.
13. Must be proficient in Microsoft Office (Word and Excel), NYC Department of Education online platforms, and Teaching Strategies.

Qualifications

Must have 2 years' experience in a preschool classroom setting

- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Please apply online at <https://careers.salvationarmy.org/easternusa/>

or contact me at carmen.torres@use.salvationarmy.org for further information

Additional Information

We offer vacation & Sick, Medical, Pension, 401K