Associate Director, Early Learning & School Age Childcare

Job Summary:

The Associate Director is responsible to assist Program Director in the implementation of developmentally appropriate activities for children and the development of a high-quality program according to the National Association for the Education of Young Children (NAEYC), NYS OCFS, and SACC regulations. Assist in establishing professional, positive relationships with parents, children, colleagues, and the community. The Associate Director is to be a model, demonstrating the kinds of values, attitudes, expectations, beliefs, and choices that will enhance program excellence. Collaborates with Program Director to develop and administer the departmental budget.

Key Responsibilities:

- Maintain and ensure compliance to NAEYC Accreditation
- Responsible for teacher to child ratio customized for each age group, to be in compliance at all times with NYS OCFS and SACC
- Maintain proper training documentation for all staff according to NYS OCFS and SACC regulations
- Schedule weekly team meetings for staff to discuss children’s progress and to plan activities
- Assist Director in all programmatic phases
- Ensure the availability of all necessary equipment for the program, order supplies when needed, keeping within existing budget for Children’s Learning Center and After School programs
- Monitor classrooms/cover when necessary to maintain ratios
- Review educational materials
- Oversee field work students from Early Childhood Education Program
- Assist parents in finding additional resources for their children (Early Intervention/CPSE)
- Daily interaction with parents, dealing with concerns or questions regarding their child’s well-being
- Daily interactions with teachers with regards to children’s individual needs
- Assist teachers with observations and assessments in order to track each child’s developmental milestones
- Develop curriculum for full day virtual learning and after school program.
- Assist teachers in planning and implementing curriculum that meets the needs of each age group based on each child’s individual needs
- Supports teachers in the implementation of early childhood education curriculum that meets NAEYC standards, and YWCA mission
- Assess classroom environment for quality using the Environment Rating Scales (ITERS & ECERS)
- Knowledgeable of current early childhood theories
- Supervise and model all learning areas: health and safety, language, social/emotional, physical, cognitive, and arts
- Counsel and aide staff in developing individualized career plan trajectories within the program structure as well as the early childhood education profession field
- Balances team and individual responsibilities
- Includes staff in planning; decision-making; facilitating and process improvement
- Provides regular performance feedback

Qualifications:
Education: Bachelor’s Degree in Early Childhood required. Master’s Degree in Early Childhood Development, Child Education or related field preferred.

Experience: Minimum three to five years teaching experience in a child day care setting. At least two years’ experience supervising staff. Knowledge of young children and early child development.

Knowledge, Skills and Abilities:

- Excellent organizational and project coordination skills.
- Ability to read and interpret documents such as government funding regulations.
- Demonstrated ability to protect confidential information.
- Strong customer focus.
- Ability to work in teams and in an individual setting.
- Demonstrated cultural competency skills.
- Strong problem-solving ability, including the ability to productively resolve conflict.
- Must be able to deal with ambiguity and have excellent management skills.

The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

The YWCA White Plains & Central Westchester is an Equal Opportunity Employer.

Job Type: Full-time

Pay: $45,000.00 - $55,000.00 per year (Based on experience and education)

Job Type: Full-time

Benefits: (Waiting period may apply)

- Dental insurance
- Disability insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place