

Position: Early Childhood Director, Adults and Children in Trust

About the Cathedral: The Cathedral of St. John the Divine is one of the world's most celebrated institutions, set amidst 11 acres of stunning and architecturally significant buildings and gardens. Chartered in the 19th century as a house of worship for all people and a unifying center of intellectual light and leadership, the Cathedral of St. John the Divine is the cathedral of the Episcopal Diocese of New York. People from many faiths and communities worship together in services held more than 30 times a week; the soup kitchen serves roughly 20,000 meals annually; social service outreach has an increasingly varied roster of programs; the distinguished Cathedral School prepares young students to be future leaders; Adults and Children in Trust, the renowned pre-school, after-school and summer camp program offers nurturing activities; the outstanding Textile Conservation Lab preserves world treasures; concerts, performances, exhibitions and civic gatherings allow conversation, celebration, reflection and remembrance—such is the joyfully busy life of this beloved and venerated Cathedral.

About the ACT program: Founded in 1971, ACT is an essential component of the Cathedral's service mission and provides a safe haven where toddlers to teens from many faiths, cultures and economic backgrounds gather to learn, play and grow, as they participate in a broad range of programs among highly-trained and caring adults. ACT consistently provides children and their families with high quality services that sustain, support and enhance their ability to thrive in diverse communities. ACT offers year-round, affordable, reliable, non-sectarian and socially enriching educational programs and special events for families in and around the Cathedral.

About the Early Childhood Director: The Cathedral of St. John the Divine is looking for a creative and energetic educator with background and experience in early childhood education. The candidate will direct, supervise and coordinate activities offered to pre-school children in the Adults and Children in Trust program of the Cathedral of St. John the Divine throughout the year. In a leadership role the candidate is charged with the expansion and implementation of its early years programs that include parent/toddler classes, part-time and full-time pre-school, summer camp division for preschoolers and community outreach to families with pre-school age children.

Responsibilities:

- Work with supervisor to obtain NAEYC accreditation and develop standards of quality for full-time pre-school while meeting DOH, FDNY and their regulatory requirements.
- Examine the feasibility of acquiring UPK funding with the Department of Education
- Expand community outreach to include neighboring housing developments, institutions such as St. Luke's Hospital, Amsterdam House and others.
- Implement organizational and program goals for pre-school population as shown in program plans.
- Supervise and evaluate staff of the Early Years program.
- Conduct program evaluations, collect and analyze data
- Coordinate opportunities for parents and guardians to participate in school activities.
- Develop communication outlet to parents and community using social media, information boards and emails.

- Work with administrative staff in recruitment of staff, maintenance of the facility and monitoring of program budget.
- Assist in fundraising, program development and marketing activities.
- Develop and coordinate curriculum and staff training activities in support of program goals and objectives.
- Work with staff and parents to ensure that nursery and preschoolers have a smooth transition into kindergarten, next early childhood section, camp and after school activities.
- Maintain population statistics and document activities as required and complete other administrative duties as assigned.
- Facilitate the coordination and use of space with other program staff.
- Teach and substitute in classes as required.
- Participate as a member of the ACT management team.

Qualifications:

- Candidate must have a BA in Education and/or an NYS Early Childhood license or equivalent.
- Minimum of two years administrative/supervisory experience;
- Three or more years of group teacher experience with children under six years of age
- Working knowledge of New York State accreditation and DOH licensing procedures
- Familiar with PC platform using Microsoft office;
- Excellent communication skills. Must meet Department of Health requirement for Day Care Director and Head teacher: DOI fingerprints, annual medical, NYS certification and others that may arise.
- Strong communication skills across a broad range of constituents—children, parents, staff members, colleagues, and advisors.
- Obtain Infectious Diseases and Child Abuse Training certificates
- Obtain Response to Emergency Training for child and adult

Notes

- The Cathedral intends to fill this position before April 2018.
- We offer a full benefits package and a competitive salary based upon experience and education level.
- To apply, please e-mail the following materials (in PDF or Word) to jobatact@stjohndivine.org.
 - Résumé
 - Cover letter describing your experience, your desire to work at ACT and the Cathedral of St. John the Divine and salary requirement