



The First Presbyterian Church **Nursery School** 12 West 12 Street NY, NY 10011 212-691-3432

WE ARE The First Presbyterian Church Nursery School. Established in 1952 as a community mission of The First Presbyterian Church of New York, the school currently serves over 100 students aged 2-5 years of age. Pedagogically rooted in play-based instruction the FPCNS curriculum is inspired by the project based emergent philosophy of the Reggio Emilia schools of Italy.

WE SEEK an exceptional Assistant Educational Director. The ideal candidate will provide support in the following areas: professional development and ongoing support of teaching staff including advising faculty on all areas of teaching, curriculum, parent engagement and child-specific goals. Working closely with the Director, the Assistant Educational Director will provide key support through the placement process through report-writing based on consistent classroom observations. The ideal candidate will competently manage compliance with the NYC DOHMH and oversee health, wellness and safety procedures with the ability to manage in an emergency. Other functions include but are not limited to promoting the school's values through participation in admissions events, supporting the shared work of the administrative team and oversight of all auxiliary programming.

BENEFITS The First Presbyterian Church offers a competitive compensation and benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement and access to professional development resources.

HOW TO APPLY Interested candidates are encouraged to submit a cover letter, resume and three letters of reference to the attention of Halima Fuller, Director. All resumes must be submitted to nsoffice@fpcns.org. No paper resumes will be considered. No telephone calls, please. The position will remain open until filled.

The First Presbyterian Church is an equal opportunity employer.



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JOB DESCRIPTION

Position Title: Assistant Educational Director
Position Summary: This is a full-time, exempt or non-exempt status position.
Principal Working Relationships: Reports to Director
General Description: Responsible for assisting the Director with overall management and day to day operations.

Responsibilities:

- Work closely with the Director to support the development of a project inquiry based emergent curriculum, application of formal curricular sequences, student observation and assessment and documentation.
- Assist in advising faculty on all areas of teaching, curriculum, and parent engagement.
- Help promote school's mission and values by communicating those ideals clearly with current and prospective parents.
- Ensure compliance with the most current NYC DOHMH rules and regulations.
- Support and monitor health, wellness and safety procedures and policies.
- Assist in organizing the shared school schedule and coordinates the schedules of specialty teachers and activities across the school.
- Works with the Director and Director of Enrollment with all aspects of admissions.
- Support the ongoing school placement process by editing of ISAAGNY reports and providing additional observation of each child.
- Coordinates auxiliary programming including early summer program and extended day enrichment.
- Assume authority in an emergency and/or when the Director is not available.

Qualifications:

- Masters Degree and New York State Certification in early childhood education or equivalent.
- Prior leadership experience plus a minimum of 5 years of experience in education, preferable with children ages 2-5.
- Minimum 2 years of experience coaching and mentoring faculty.
- Proven ability to work effectively with adults and children from diverse cultural and linguistic backgrounds.
- Experience creating systems and processes to help a team successfully meet its goals.
- Detail oriented.
- Communicates feedback with a direct and respectful approach.
- Motivated self-starter.
- Ability to manage time efficiently.