



**DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
JOB DESCRIPTION FORM**

**Job Title:** Senior Executive Director, Teaching and Learning, Early Childhood Education  
**Civil Service Title/License:** Administrative Education Officer  
**Grade/Level (if applicable):** G6  
**Organization:** Division of Early Childhood Education and Student Enrollment  
**Office:** Division of Early Childhood Education (DECE)  
**Budget Accountability:** TBD  
**Position #:** 006845

**Position Summary:** New York City's Pre-K for All program provides a full-day, high-quality, free preschool program to every four-year-old in New York City. The NYC Department of Education's Division of Early Childhood Education (DECE) administers Pre-K for All programs for nearly 70,000 NYC students in public elementary schools and New York City Early Education Centers (NYCEECs). DECE provides families access to high-quality early childhood options that prepare their children for academic success and the skills to lead a successful life. Working together with families and programs, DECE ensures that children are engaged, nurtured, and supported with the tools needed to develop into independent learners and creative problem-solvers.

New York City is committed to creating a strong continuum of early care and education from birth through five-years-old. To achieve this goal, the City is working to integrate all contracted early care and education for children from 6 weeks to 5 years old into DECE by the spring of 2019, with the goal of creating a strong, seamless set of support and services for New York City's youngest children and their families. The EarlyLearn program, which will be moving from the Administration for Children's Services (ACS) to NYCDOE, currently serves over 30,000 children in Head Start and Child Care programs. The City has also committed to provide free, full-day, high-quality Pre-Kindergarten to all 3-year-olds, in addition to all 4-year-olds, in New York City by 2021. The person hired into this role will oversee the implementation of curriculum, instruction, and professional learning for teachers and leaders throughout this system. This position provides the opportunity to create and shape a system to improve teaching and learning throughout a comprehensive birth-to-five system, with the goal of ensuring that every child, with their family, begins kindergarten prepared to succeed.

The Senior Executive Director oversees the Teaching and Learning team, which includes a group of content experts who have developed the curriculum and professional learning that is in place at over 1,800 Pre-K programs citywide, as well as a team of over 140 Instructional Coordinators, who provide instructional coaching to teachers and leaders in public elementary schools and NYCEECs. The Senior Executive Director will lead the Teaching and Learning team in research, design, production, and implementation of key instructional support materials, including research-based units of study for New York City Pre-K programs. The Senior Executive Director and the teaching and learning team work cross-functionally to inform the NYCDOE's early childhood education research agenda. As the City continues to expand access to early childhood education, the DECE Teaching and Learning team remains focused on ensuring high-quality programs and continuous improvement that is aligned to the City's Pre-K Program Quality Standards. Performs related work.

**Reports to:** Deputy Chancellor, Early Childhood Education

**Direct Reports:** Deputy Senior Executive Director for Teaching and Learning. Senior managers on the Teaching and Learning team, including individuals who oversee professional learning policy and implementation, instructional program support, and curriculum, programs, and policy.

**Key Relationships:** Division of Early Childhood Education Senior Executive Directors for Program Management and Performance, Data and Analytics, Family Engagement, and 0-5 Integration. Builds strong relationships with the organizations that oversee, support, or provide Universal Pre-Kindergarten (UPK) and contracted child care and education services. Key organizations include the Mayor's office, NY State Education

Department and Office of Children and Family Services, Federal Office of Head Start, Administration for Children's Services, as well as the many community-based organizations (CBOs) which provide early care and education services.

## **RESPONSIBILITIES**

### Leadership and Strategic Policy

- Work with senior leadership to create a unified set of developmentally appropriate quality standards for the range of programs from birth-to-five, to be used to allocate support resources, communicate information about program quality to families, and hold programs accountable to improve. Settings will include district schools, CBO's, and family child care providers.
- In collaboration with Teaching and Learning team, provide policy-level expertise, based on the needs of NYCEECs and district schools, on early childhood developmentally appropriate practice and its application in early care and education from birth to five as well as on developmentally appropriate assessments for early childhood students.
- Provide strategic direction for the Early Childhood Teaching and Learning team to foster and support high-quality instruction in all the City's early childhood education programs
- Supervise the expansion of the Teaching and Learning team's expertise to cover early education from birth to five.
- Build a collaborative, open, high-achieving team culture focused on developing strong relationships with programs and getting results.
- Provide leadership and support to schools, NYCEECs, Early Childhood Education specialists, and stakeholders.
- Serve as a member of the Early Childhood Senior Leadership team alongside four other Senior Executive Directors, and work collaboratively with the Deputy Chancellor to drive forward the vision of the Division.
- In close partnership with the Deputy Chancellor and Senior Executive Directors, represent the Division of Early Childhood Education with external stakeholders, including the press, advocates, elected officials, and representatives from other cities looking to emulate NYC's early childhood education model.
- Work with Division leadership and teams to advise the Chancellor and the Division's senior leadership on establishing and maintaining a culture in all early childhood settings that is focused on student learning, developmentally appropriate practice, and leveraging practice to support childhood development across the continuum of age appropriate milestones, which will in turn lead to improved outcomes of all students.
- Participate in the decision-making process around the refinement of system-wide early childhood policy to ensure that early childhood initiatives continue to evaluate and meet the needs of our schools and students. Participate in inter-agency collaboration with the Administration for Children's Services (ACS) in preparation for the integration of the EarlyLearn program into the DOE. This may include leading interagency working groups, investing time to understand the EarlyLearn model, and working closely with colleagues at ACS to pilot new supports for early childhood programs.

### Program Operations

- Oversee the work and functions of borough-based instructional staff and ensure high-quality professional development for all staff.
- Work closely with operations team in the review of requests for proposals (RFPs), to select programs and services based on set criteria and ensure compliance with contracts.
- Work with the DECE Team to ensure that all program components, developmentally appropriate standards-based instruction, health, social services, continuity, community/parent involvement, and professional development are implemented according to contract.

### Professional Development

- Oversee the delivery of professional development to teachers and Directors/Principals, based on need, in support of improving early childhood pedagogical knowledge and practice as well as the quality of programs.
- Use online communities to enable schools to collaborate and share effective practices and resources.

## Program Research, Evaluation and Assessment

- Provide leadership and support to all programs, supporting their efforts to analyze student data; research innovative solutions for increasing children's learning and development; set improvement goals, monitoring and evaluating results.
- Oversee the coordination of program evaluation within a geographic area.
- Research and analyze early childhood program/school policies as required. Ensure that all key policies are developed and implemented for such programs as required.
- Work with schools and programs to develop action plans based on Instructional Coordinator visits.

### **Qualification Requirements:**

#### **Minimum**

1. A master's degree from an accredited college in a field related to the position **and** three (3) years of full-time progressively responsible professional experience in education administration in one or more education-related areas, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Graduation from an accredited college with a baccalaureate degree **and** four (4) years of full-time progressively responsible professional experience, as described in "1"; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" above including teaching experience towards meeting the general experience in "1" above; however, all candidates **must** have the eighteen (18) months of managerial experience.

#### **Preferred**

- Successful experience as a school leader and/or as an instructional leader in early childhood (Birth to Five).
- Knowledge of best practices in early childhood (Birth to Five) curriculum models, as well as knowledge of effective content-focused coaching strategies.
- Understanding of developmentally appropriate standards-based curriculum and instruction, based on New York State Pre-Kindergarten Foundation for the Common Core and the Head Start Early Learning Outcomes Framework.
- Expert knowledge of developmentally appropriate assessments for early childhood (Birth to Five) students.
- Ability to assess program quality, using the outcomes of assessments to assist programs in developing quality improvement goals and strategies and assisting programs in achieving these goals.
- Strong program management skills with the ability to plan, organize, develop, and lead the implementation of instructional programs and large-scale projects on a school/district/or citywide basis.
- Strong leadership, interpersonal, and communication skills.
- Strong people management and communication skills with the proven ability to mentor and coach employees to continuously improve their performance and to achieve positive outcomes for themselves as well as for the programs they serve.
- Expert-level knowledge and experience in Early Childhood (Birth to Five).
- Ability to plan, organize, develop, and implement instructional technology services to large-scale organizations.
- Ability to work effectively as part of a team.