



**Position:** Site Manager, Early Childhood Education Atlantic  
**Program/Department:** Early Childhood Education Programs  
**Reports to:** Division Director, Early Childhood Education  
**Work Location:** 1825 Atlantic Avenue, Brooklyn, NY  
**Hours:** Full Time

**Position Summary:**

BCS's Early Childhood program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves and their families. The Site Manager is responsible for the overall operations of the site to ensure program meets funders regulations and standards, ensure DOH compliance, manage programmatic and center operations, supervise facilities maintenance, work orders, and inspections, and provide direction to teaching staff and supervise facilities and kitchen staff.

**Responsibilities:**

- Accountable for all aspects of administrative and programmatic operations at Atlantic Avenue Early Learning Center.
- Manage facilities maintenance, work orders, and inspections; Oversee the relicensing needs of the Preschool program
- Fiscal: Fee collection, past due accounts, deposits, attendance, monthly fiscal reports and review CACFP meal counts
- Manage and orient new hires and personnel files (selection, SCR, Fingerprints, mandated trainings etc.)
- Ensure full compliance with all requirements and conditions of funding and regulatory agencies, including US Administration for Children and Families, NYC Administration for Children's Services (Early Learn), NYC Department of Education, and NYC Department of Health
- Track and report information documenting utilization of programs and outcomes
- Review and assist in the preparation of monthly statistical reports, ensure DOH and CACFP compliance, assist in the relicensing needs of the Preschool program
- Manage staff work schedules, classroom coverage
- Supervise teachers, Substitute Teachers, Site Bookkeeper, and Kitchen and custodial staff
- Complete annual performance reviews of all staff

**Education & Staff Development:**

- Ensure full implementation of the Creative Curriculum.
- Collaborate with Education Director to ensure best practices in early childhood literacy. Ensure full utilization of Teaching Strategies Gold to measure children's progress.
- Collaborate with Education Director to observe classrooms frequently and develop and implement interventions based on observations (CLASS TOOL)
- Coordinate with ECE Directors to plan, develop, and implement staff training and individual staff development plans to ensure quality services
- Ensure full implementation of the Creative Curriculum.
- Collaborate with Education Director to ensure best practices in early childhood literacy. Ensure full utilization of Teaching Strategies Gold to measure children's progress.
- Collaborate with Education Director to observe classrooms frequently and develop and implement interventions based on observations (CLASS TOOL)
- Coordinate with ECE Directors to plan, develop, and implement staff training and individual staff development plans to ensure quality services
- Develop relationships with parents, especially regarding transition planning and community resources
- Conduct outreach to other community programs; develop program linkages; network to ensure broad community awareness of the program, thus achieving full program utilization
- Conduct Policy Council meetings
- Other duties as assigned



**Qualifications Required:**

Position requires BA/BS in Education Early Childhood Development. Criminal background check and fingerprinting required. Knowledgeable in Creative Curriculum and Teaching Strategies Gold

**Contact:**

Email cover letter and resume to:  
Emily Rios – Division Director, Early Childhood Education  
[erios@wearebcs.org](mailto:erios@wearebcs.org)

**EQUAL OPPORTUNITY EMPLOYER**