

Preschool Director

Seaford Community Preschool

Seaford, NY

Program Director

Part-time

Onsite

\$28.00 - \$30.00 an hour

Posted on May 22, 2024

Organization Statement

Seaford Community Preschool is an early learning center, that offers programs for toddlers and preschool and school age children.Â Â

For over 50 years, the Seaford Community Preschool, a ministry of the United Methodist Church of Seaford, has dedicated itself to promoting the social, physical, emotional and intellectual growth of preschool children.Â Our mission is to ensure the development of each child at his/her own pace in a safe yet stimulating Christian environment.Â Our team of dedicated childcare professionals brings together their individual talents and expertise to offer compassionate care to children and their families alike.Â Seaford Community Preschool is licensed by the New York State Office of Children and Family Services.Â

Job Description

The Preschool Director is responsible for ensuring the health, safety, and quality of education, for all children within the center's care, along with supporting the educational staff. The Preschool Director is directly accountable for overall operational management in accordance with well-established guidelines, regulations, and policies, including curriculum development, staff and facilities management, legal and budgetary considerations, and long-term planning. The Preschool Director ensures that the needs of the children and their families and the goals of the preschool are met appropriately.Â

This position reports to Chair of Staff/Parish Relations.Â This position will supervise twenty (+/-) staff members.Â

Responsibilities

Regulations

- Manage adherence to New York State Child Care Regulations as well as local regulations.
- Ensure all staff performance and academic standards are met.
- Maintain children's records in accordance with established enrollment procedures and OCFS/NYCDOHMH requirements.
- Center Management
- Establish an ambitious vision for the children and their families who are attending the center.
- Manage adherence to quality standards in accordance with the overall organizational vision as well as state and local requirements.
- Maintain quality effectiveness measurements for the facilities, staff, families, and children who attend the center.
- Develop or implement a developmentally appropriate curriculum with high-quality materials and environments; collaborating with staff to develop positive learning experiences.
- Family and Community Engagement
- Implement community outreach to maintain and promote positive community relationships.
- Create and implement a family engagement plan for those current and past families who have attended the center.
- Maintain communications with caregivers of current and prospective students through direct conversation, newsletters, and family handbooks.

Personnel

- Hire, train and supervise a teaching team that will provide high-quality learning and social-emotional supports.
- Facilitate and maintain a positive work environment for all staff.

- Maintain personal and professional development plans to ensure continuous quality improvement.

Leadership and Administration

- Maintain positive relationships with regulatory agencies, church/preschool committees, ensuring legal, regulatory, and financial compliance.
- Manage, with church treasurer, office functions including payroll, accounts payable and receivable, tuition billing and payment, budget planning and review, human resources, and personnel management (staff supervision).
- Establish illness and emergency procedures, ensuring compliance with state and local regulation.
- Implement the preschool's organization's strategic plans and goals, keeping in mind the mission of the program or organization.
- Oversee all child assessment processes that may include developmental screenings and ongoing child assessment.
- Conduct and coordinate employee staff meetings and training.

Qualifications

- Must clear New York Child Care Comprehensive Background Check (CBC).

Must have documentation of at least one of the following:

- A Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work
- A New York State Children's Program Administrator Credential; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work

- An Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work.
- A Child Development Associate Credential or other Office-recognized credential, with a plan of study learning to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work.

Desired Experience

- Minimum of 3 years of supervisory experience with at least 3 years of experience in an early childhood setting or related field.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills including the ability to work well with others (staff, children, and families) and to foster a positive team environment.
- Strong oral and written communication skills and technology skills. Knowledge of Brightwheel and Gusto a plus.
- Strong finance and budgeting skills.
- Strong understanding of New York State OCFS Child Day Care Regulations.
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Send resumes to missamy@seafordcommunitypreschool.com

Additional Information

- \$28-\$30 Hourly Commensurate with education and experience
- Monday-Friday 9:00am – 3:00pm

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