

Director Of Early Childhood Education

Homes for the Homeless

Queens, NY

Teacher

Full-time

Onsite

\$80,000 - \$80,000 a year*

* DIRECTOR OF EARLY CHILDHOOD EDUCATION

Posted on April 23, 2025

Organization Statement

Homes for the Homeless (HFH) is a non-profit social services organization operating family shelters throughout NYC that serve as a hub of opportunity for families both residing in shelter as well as those in the neighboring community. On-site programs range from childcare, early childhood education centers, afterschool clubs and programs, and youth recreation activities, such as sports teams, to housing assistance, case management, parenting workshops, career and job vocational training, support groups and substance abuse assistance, and family engagement and recreation events for the whole family.

Job Description

The Director will manage our daycare and Pre-K center. Qualified candidates will have experience working with high-needs children and must be able to address the needs of the families we serve thoughtfully and creatively. This position is an excellent opportunity for an enthusiastic childcare and education professional to fully develop a high-quality program that meets the needs of a high-risk, vulnerable population.

Responsibilities

- Manage a team comprised of a Head Teacher, Assistant Teacher, Daycare Helper, and Enrollment Specialist.
- Oversee a classroom of up to 30 children between 2-6 years old if Head teacher is unavailable.
- Lead staff recruitment and student enrollment efforts.
- Spearhead curriculum development and daily lesson planning alongside Head Teacher.

- Collaborate with administration and other department directors regarding child and family progress assessments and needs.
- Coordinate with administration for staff training, development, and background check clearances.
- Provide reports to agency administrators and program funders as needed.
- Liaise with appropriate City agencies including DOE, DOH, and ACS.

Qualifications

- At least two years of lead teacher experience in a program for children less than six years of age.
- **NYS teaching certification and Masters degree or Bachelors degree in Early Childhood Education.**
- Demonstrated supervisory experience.
- Ability to effectively lead a team and coordinate with other department directors as needed.
- Enthusiasm and a positive, strengths-based approach to program management and development.
- Must be willing to consent to a multi-phase criminal background check.
- Sensitivity and awareness while working with homeless and vulnerable populations.
- Ability to lift 40 or more pounds.
- Ability to sit on the floor, bend down, and pick up children throughout the course of an eight-hour shift.
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Contact

employment@hfhny.org

Additional Information

In addition to a competitive salary, we provide excellent benefits including comprehensive health insurance (including medical, dental, and vision), an employer-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program, 3 weeks paid vacation, 10 sick

days, 3 personal days, and 12 paid holidays.

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