Career Development Center
New York Early Childhood Professional Development Institute

Education Director

Claire Heureuse Community Center, Inc.

Bronx, NY 10473

Program Director | Full-time | Onsite | $69,000 - $95,000 a year

Posted on December 3, 2025

Organization Statement

Claire Heureuse Community Center, Inc. is a tax-exempt, 501 (c) (3) Community-Based Organization committed and dedicated to promoting the empowerment of low-income, underserved, hard-to-reach families of all ages, for them to contribute to their community and society as a whole. The purpose of our daycare centers is to provide high-quality, affordable, and accessible early learning and childcare programs to meet the needs of children and families.

Job Description

We are looking for an Education Director for our preschool program. He or she will be a professional educator tasked with managing our preschool. He/She willÂ build on the well-respected ethos and reputation of the preschool through collaboration with teachers, parents, principals, and the board of directors.

We are actively seeking a qualified preschool director to oversee the daily operations and administration of our preschool. The candidate will be experienced in the field of early childhood development and lead management of the school. The preschool director's responsibilities include recruiting staff, maintaining property, marketing and communication, financial management, and communication with stakeholders.

To be successful as a preschool director, you should possess excellent interpersonal and communication skills as well as a love for children. You should uphold the preschool's vision with pride and ensure that it meets the relevant standards set by the state. Ultimately, a top-notch

Preschool Director will determine the needs of the preschool, protect the health and safety of children, work closely with and report to the Operations Director and Executive Director.

Responsibilities

- Responsible for establishing policies to run the school, appointing the appropriate staff members to carry out directives, and explaining the policies to parents when needed.
- Assure that the facilityÂ isÂ cleaned and maintained by custodial staff in accordance with state regulations.
- Complete and send in the proper paperwork as per state/federal/agency regulations.
- Oversee teaching staff and help them with curriculum development, and early childhood practices
- Interview potential classroom and supportive staff to ensure the smooth operation of the facility.
- Coordinate special events, i.e., program-wide celebrations, parent-teacher conferences, etc.
- Review all paperwork, including, but not limited to lesson plans, quarterly progress reports, attendance records, draft IEP goals, annual reports, etc.
- Meet with parents on an as-needed basis.
- Complete staff evaluations and assist in providing staff Professional Development monthly.
- Additional duties may apply.

Qualifications

- Master's Degree in Early Childhood Education.
- New York State Certification in Early Childhood Education, Birth-grade 2.
- Several years of experience working with children (pre-school age). (Preferably in a childcare or school setting).
- Knowledge about the various disabilities encountered in the classroom.
- Strong knowledge and ability to lead faculty in implementing an appropriate developmental curriculum and new education programs.
- Strong supervisory skills.
- Knowledge of NY state regulations/guidelines, DOE programs.
- 3+ years of prior Education Administration experience.
- **Minimum Education Level:** Master's Degree

- **Preferred Education Level:** NYS Teacher Certification
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Application Instructions

Please contact Ms. Brice at

Tel: 718-576-5835

email: chccnykbrice2@gmail.com

Additional Information

- Minimum of 2 years experience in this role.
- Minimum of 3 years classroom experience.
- Strong leadership and administrative skills.
- Love for children and passion for teaching.
- No criminal record or child-related offenses.

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