

# Assistant Vice President (Avp), Early Childhood Education

Sandler Search

Little Neck, NY 11362

Program Director

Full-time

Onsite

\$130,000 - \$140,000 a year\*

\* commensurate with education and experience.

Posted on February 25, 2026

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## Organization Statement

Commonpoint is a non-profit, multi-service agency with a flagship site in Forest Hills and 90 additional sites throughout the community, providing a diverse array of programs and services to over 125,000 people. Our mission is to sustain and enhance the quality of family and individual life for all members of our community, regardless of religion, ethnic or cultural background, national origin, gender identity or expression, sexual preference, age, or disability, within a pervasive and inclusive environment that facilitates individual growth, meets individual needs, and builds community. We accomplish this mission through a broad range of social, educational, and recreational services that reach community members of all ages and backgrounds.

## Job Description

The Assistant Vice President (“AVP”) of Early Childhood is a senior leader responsible for the strategic, programmatic, and operational oversight of a \$20M portfolio of early childhood education programs at Commonpoint. This portfolio includes free-standing special education preschools funded through New York State 4410 special education preschool programs, as well as fee-based infant and toddler programs, New York City Department of Education (“NYC DOE”) Pre-K for All, 3-K, and 4-K programs.

The AVP ensures the delivery of high-quality, developmentally appropriate, and inclusive early childhood education that meets the diverse needs of children and families across multiple sites. This role is charged with maintaining compliance with all federal, state, and city regulations, advancing program excellence, and driving strategic vision and growth. Working closely with program directors, educators, administrative staff, and external partners, the AVP will play a critical role in shaping the long-term direction of Commonpoint’s early childhood portfolio. This

role will report directly to the Chief Strategy Officer or such other supervisor as may be assigned.

## **Responsibilities**

### **KEY RESPONSIBILITIES**

#### **Leadership & Strategy**

- ? Provide visionary leadership to all early childhood programs, ensuring alignment with Commonpoint's mission, values, and long-term strategic goals.
- ? Lead the management of a large portfolio of programs and services, including multi-source budget oversight, fiscal stewardship, and strategic resource allocation.
- ? Collaborate with executive leadership to identify and pursue opportunities for program expansion, innovation, and diversification of funding.
- ? Utilize data-driven decision-making to guide planning, operations, and continuous improvement initiatives.

#### **Program Management**

- ? Oversee operations of two free-standing NYS 4410 special education preschool programs, ensuring full compliance with NYSED regulations and high-quality instructional practice.
- ? Lead the supervision and evaluation of NYC DOE-funded Pre-K for All, 3-K, and 4-K programs, ensuring strong curriculum implementation and positive child outcomes.
- ? Ensure all programs reflect best practices in early childhood education, including inclusive, culturally responsive, and developmentally appropriate practices.
- ? Strengthen systems that support children with disabilities, multilingual learners, and families from diverse cultural and socioeconomic backgrounds.

#### **Staff Leadership & Development**

- ? Supervise and mentor program directors, principals in alignment with the organization's leadership competencies.
- ? Direct supervision to 4-5 full-time professionals, with indirect oversight of more than 150 staff members.
- ? Promote a culture of professional growth, collaboration, and accountability across all early childhood teams.
- ? Oversee recruitment, hiring, development, and retention of high-quality educators, therapists, and administrators.
- ? Implement workforce development strategies that support staff performance, morale, and long-

term retention.

#### Compliance & Quality Assurance

? Ensure ongoing compliance with regulatory standards across NYSED, NYC DOE, DOHMH, ACS, and other oversight bodies.

? Work with the Commonpoint Impact team and Directors/Principals of each program to develop and implement robust quality assurance frameworks to monitor program performance, instructional quality, operational efficiency, and regulatory adherence.

? Lead site assessments, audits, accreditation processes, and program evaluations to sustain excellence and ensure readiness for inspections and reviews.

#### Partnership, Collaboration & Advocacy

? Build and maintain strong relationships with NYC DOE, NYSED, community partners, philanthropic stakeholders, and elected officials.

? Serve as a visible ambassador and advocate for high-quality early childhood education at the local and state levels.

? Represent Commonpoint in coalitions, committees, and external forums to strengthen sector influence and program sustainability.

? Collaborate effectively with other AVPs and Department Heads within Commonpoint to connect families to resources, other programs, and joint initiatives.

### Qualifications

EDUCATION: Bachelor's degree **required**. Master's degree in early childhood education, Educational Leadership, Public Administration, or a related field, a plus.

CERTIFICATION: New York State School Building Leader (SBL) or School District Leader (SDL) certification (**required**).

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

### Application Instructions

TO APPLY: submit your resume and a cover letter by click this [link](#).

### Additional Information

**LOCATION/TRAVEL:** Primary office in Queens. Rotational presence at other locations within the five boroughs will be required, in addition to evening/weekend hours as needed. This position is onsite 5 days per week.

**BENEFITS:** Comprehensive benefits package including health, dental, vision, retirement plan, generous PTO, and professional development support.

### **Equal Employment Opportunity**

*Commonpoint provides equal employment opportunities to all applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service in accordance with applicable federal, state, and local laws. We encourage candidates from the local Eastern Queens/Western Long Island communities to consider applying for this employment opportunity.*