

Preschool Director

Hastings Nursery School

Hastings-On-Hudson, NY 10706

Program Director

Full-time

Onsite

\$65,000 - \$75,000 a year

Posted on March 9, 2026

Organization Statement

Founded in 1968, Hastings Nursery School—affectionately known as “the Co-op”—has been a cornerstone of early childhood education in the Hastings-on-Hudson community for almost 60 years. Built on a cooperative model that emphasizes strong family involvement, hands-on learning, and developmental play, the school has long prioritized nurturing the whole child through thoughtful curriculum, community engagement, and close collaboration between educators and families.

Hastings Nursery School serves children ages 2–5 through a morning preschool program, an extended day program, and a summer program. The school partners with families to create a warm, inclusive environment that supports social-emotional development, early literacy, creativity, and kindergarten readiness.

Job Description

Location: Hastings-on-Hudson, NY

Compensation: \$65,000–\$75,000 annually (commensurate with experience)

Benefits: Health Insurance

Employment Type: Full-Time, Year-Round Leadership Role

Schedule: M-F 8:00 AM – 2:30 PM (school year); M-F 9:00 AM - 1:30 PM (Summer Program June 22 - July 31), Additional administrative hours during August

ABOUT HASTINGS NURSERY SCHOOL

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POSITION SUMMARY

Hastings Nursery School is seeking an experienced, collaborative, and mission-driven Preschool Director to lead all educational, operational, administrative, and regulatory functions of the school. The ideal candidate is a warm, visible, and relationship-driven leader who serves as the public face of the school—building trust with families, inspiring staff, and representing the Co-op within the broader community. This individual brings a strong background in early childhood education, a hands-on leadership style, and the ability to balance day-to-day operations with long-term program quality and sustainability. The Director will foster a positive school culture grounded in partnership, communication, and shared responsibility, while upholding the school’s cooperative values and commitment to high-quality early learning.

Responsibilities

KEY RESPONSIBILITIES

Program Leadership & Curriculum Oversight

- Provide educational leadership across all programs, including school year, after-school, and summer programming
- Support teachers with lesson planning and classroom structure
- Observe classrooms and provide coaching feedback

- Lead monthly staff meetings
- Regularly communicate and work closely with Parent Board

Staff Management & Human Resources

- Recruit, hire, and onboard staff
- Maintain staff schedules and ratios
- Conduct performance reviews

Licensing, Compliance & Safety (OCFS)

- Maintain OCFS compliance and licensing renewals
- Conduct safety drills and inspections
- Track training certifications

Family Communication & Community Engagement

- Serve as primary family contact
- Manage school-wide communications and alerts
- Support school events

Operations & Financial Oversight

- Manage enrollment pipeline along with Enrollment Chair
- Track tuition and payments with Treasurer
- Support budget planning

Facilities & Operations

- Coordinate maintenance and safety
- Oversee supplies and enrichment programs

Qualifications

QUALIFICATIONS

Required

- Bachelor's degree in Early Childhood Education or related field
- 3-5 years classroom teaching experience, preferably with preschool-age children
- 2-3+ years supervisory experience
- Knowledge of NYS OCFS regulations

Preferred

- Preschool Director experience
- Nonprofit or cooperative school experience
- Knowledge of preliteracy curriculum and kindergarten readiness
- Administrative certification
- First Aid and CPR certification
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please email hastingsnurserydirectorjob@gmail.com with your resume and a brief cover letter explaining your interest in the position. Thank you!