

Nursery School Director

The Roslyn Co-Op Nursery School

Roslyn, NY 11576

Program Director

Full-time

Onsite

\$65,000 - \$70,000 a year

Posted on April 8, 2026

Organization Statement

Founded in 1951, the Roslyn Cooperative Day School is a non-sectarian, non-profit parent cooperative nursery school that offers high-quality educational programs for children aged 18 months to 4 years old (Pre-K).

Since its inception, the Co-op's philosophy has been to offer children a warm nurturing environment in which they can develop socially, emotionally, physically, and cognitively while building a positive self-image. The Co-op incorporates a play-based curriculum to maximize the children's growth. Self-directed activities enhance the children's confidence and their gross motor, fine motor, socialization and speech skills. We are proud to have offered a high-quality early childhood program to children and their families for nearly 75 years.

At the Co-op, we are more than just a school - we are a community. Families are actively involved in every aspect of the school, from fundraising to classroom participation, and even assisting with school maintenance. The Co-op has experienced, creative, and loyal staff who have pioneered many of the ideas and materials that have served as an example to many other schools and professionals in early childhood. The Co-op also has a strong legacy, as many of our parents and teachers are alumni who have chosen to continue their relationship with our school to create wonderful memories with and for their own children.

Job Description

The Director will manage staff, curriculum, facilities, stakeholder relationships, and regulatory compliance while fostering a nurturing, child-centered atmosphere for both students and staff.

Responsibilities

- **Program & Curriculum Leadership:** Oversee play-based curriculum, special programs (enrichment, camp), and support special education processes.
- **Staff Management:** Recruit, train, mentor and evaluate staff; lead meetings and professional development.
- **Family Engagement:** Communicate with families, lead tours/events, and manage parent education initiatives.
- **Board & Community Collaboration:** Partner with parent-run board/committees and act as liaison between leadership and staff.
- **Operations & Compliance:** Handle licensing, safety, facilities, budgeting, and administrative oversight.

Professional Involvement: Engage with early childhood education networks and local directors.

Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, or a related field
- Master's degree in Early Childhood Education, Child Development, or a related field
- Knowledge of OCFS and NYSED regulations
- Extensive experience in early childhood education and school administration
- Excellent verbal and written communication skills, with the ability to engage with various stakeholders
- Strong leadership skills
- Proven ability to manage and lead diverse teams, build relationships with families, and foster a positive, inclusive school culture
- Familiarity with curriculum planning and instructional techniques
- CPR and First Aid certified (or willingness to obtain)
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

To apply, please email a resume and cover letter to roslyncoopjobs@gmail.com.

Additional Information

Benefits

- Paid time off
- Professional development
- Access to a 403b (available after 12 months of employment)
- Discount for children

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