

# Bronx Early Childcare Site Director

Grand St. Settlement

New York, NY 10002

Group Family Day Care Owner/Director

Full-time

Onsite

\$87,000 - \$93,000 a year\*

\* none

Posted on April 14, 2026

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## Organization Statement

Grand St. Settlement was founded in 1916 by Rose Gruening to support families of immigrants arriving in New York City looking for housing, jobs, and in search of the American dream. Grand Street serves over 18,500 New Yorkers throughout the city through vital early childhood, youth, and older adult programs infused with impactful benefits assistance, casework, and a vast network of partners. Grand Street is a leader in advocacy, working alongside government partners to ensure that our neighbors' voices are heard. The landscape and needs of New York City are constantly changing and Grand St. Settlement's agile staff are experts at addressing those needs head-on.

## Job Description

**Grand St. Settlement:** Bronx Center Director

\$87,000 - \$93,000

Full time In-Person, Monday through Friday

## Planning

- Oversee staff schedules, and leave to ensure effective program coverage

## Program Implementation

- Approve and oversee daily lesson plans, individualized goals for each child

- Ensure implementation, incorporation of early childhood development, Developmental Continuum, close child observation, anecdotal record-keeping
- Maintain 97% enrollment with Family Services, approving eligibility under ERSEA
- Help teaching staff develop systems to engage parents in child observation
- Lead team meetings, participate in case conferences to coordinate services
- Maintain confidential filing, documentation systems for the service area

### **Ongoing Monitoring**

- Ensure compliance with Head Start education standards
- Assessment, programs, policy reviews
- Monitor classrooms using reliable observation tools, report findings

### **Human Resources Supervision**

- Provide ongoing feedback with staff development plans and Head Start standards
- Manage staff coaching, site hiring in collaboration with program leads

### **Facilities**

- Ensure facilities and materials are safe, age-appropriate in compliance with regulations

### **PRE-EMPLOYMENT REQUIREMENTS**

- Clearance through DOI and DOE fingerprint screening, NYS Central Registry, Sex Offender Registry clearance; 3 reference checks; physical examination with updated TB test, varicella, Tdap, MMR (fees may apply)
- Obtain Mandated Reporter training certificate (every 2 years) comply with agency's policy and procedure regarding identification, reporting of child abuse and neglect
- Obtain First Aid/CPR and Preventive Infectious Diseases certificate within first year of employment
- Meet employee health requirements in Article 47 (DOHMH) and Head Start Performance Standards

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### **EDUCATION, EXPERIENCE, SKILLS REQUIREMENTS**

- Master's Degree in Early Childhood Education or related field
- Current New York State Birth-Grade 2 certification
- Excellent oral and written skills. Computer literacy in Microsoft Word, Excel
- Strong background in management of early childhood professionals, program design
- Proven commitment to working with diverse communities

## **EQUAL OPPORTUNITY EMPLOYER (EOE)**

### **BENEFITS**

Health, vision, dental, life insurance, 401(k) plan, generous paid PTO

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### **APPLY**

Email cover letter and résumé to [katherinewdefoyd@gmail.com](mailto:katherinewdefoyd@gmail.com)

## **Responsibilities**

### **Planning**

- Oversee staff schedules, and leave to ensure effective program coverage

### **Program Implementation**

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## **Facilities**

Ensure facilities and materials are safe, age-appropriate in compliance with regulations

## **Qualifications**

### **EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:**

- Master's Degree in Early Childhood Education or related field
  - Current New York State Birth-Grade 2 certification
  - Excellent oral and written skills, and computer literacy in Microsoft Word and Excel
  - Strong background in management and program design
  - Strong background in the management of early childhood professionals
  - Proven commitment to working with diverse communities and populations
  - Strong team engagement that includes enthusiasm, vision, creativity, and initiative
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- **Minimum Education Level:** Master's Degree
  - **Preferred Education Level:** Master's Degree

## **Application Instructions**

To apply, email your cover letter and résumé with the subject line "GSS Bronx Center Director" to [katherinewdefoyd@gmail.com](mailto:katherinewdefoyd@gmail.com). Applications are reviewed on a rolling basis.

## **Additional Information**

MA Early Childhood Education and Current NYS Birth-Grade 2 certification **required**.

**PRE-EMPLOYMENT REQUIREMENTS:**

- Clearance through DOI and DOE fingerprint screening, NYS Central Registry, Sex Offender Registry clearance; 3 reference checks; physical examination with updated TB test, varicella, Tdap, MMR (fees may apply)
- Obtain Mandated Reporter training certificate (every 2 years) and comply with the agency's policy and procedure regarding identification and reporting of child abuse and neglect.
- Obtain First Aid/CPR and Preventive Infectious Diseases certificate within the first year of employment.
- Meet all employee health requirements in Article 47 (DOHMH) and Head Start Performance Standards.