

Upk Education Director – Full-Time

Sunnyside Community Services

Sunnyside, NY 11104

Program Director

Full-time

Onsite

\$74,000 - \$76,000 a year

Posted on July 16, 2026

Organization Statement

Program Description:

Sunnyside Community Services (SCS), a multi-service settlement house located in Western Queens. SCS Youth and Family Services (YFS) department offers engaging, youth-centered programming to children and youth throughout Queens and beyond. We offer a free, full day Pre-Kindergarten, five afterschool and summer camp programs, two Beacon Community Centers, a Cornerstone program, a College Readiness and Career Readiness program. Our youth development continuum spans Pre-K to College, and services are offered across seven campuses.

Job Description

Role Description:

The Education Director will report directly to the Senior Director of Early Childhood and manage the daily operations of our 3-K and Pre-K classes. This includes instructional as well as the outreach aspects of the program. The Education Director is responsible for the program in the areas of implementation of curriculum, program/parent events, data entry, staff development/training/hiring and supervision. The Education Director is also responsible for meeting compliance requirements set forth by all stakeholders, including DOE & DOH. The Education Director will act as a substitute teacher on days where staff members are out.

Responsibilities

Responsibilities:

Working under the leadership of the Senior Director of Early Childhood, the Education Director's responsibilities will include:

1. Curriculum Responsibilities

- Support teachers in implementing curriculum.
- Ensure staff are using *Teaching Strategies Gold* to assess all students.
- Review lesson plans and provide feedback weekly.
- Use the ECERs guidelines to conduct classroom observations and set goals.
- Attend and participate in trainings, professional development opportunities, and program meetings.

2. Supervisory Responsibilities

- Conduct monthly staff meetings and on-going professional development for team.
- Meet regularly with staff members in 1-1 check-ins.
- Ensure the safety of all staff and program participants.
- Ensure that operational and educational outcomes are being met.
- Ensure classrooms have adequate staff coverage and coordinate proper supervision as needed, including leading classes.

3. Administrative Responsibilities

- Lead recruitment and retention efforts for all staff and participants.
- Provide communication with families in a timely and professional manner.
- Coordinate and implement monthly family engagement events and newsletters.
- Report all incidents with students, parents or teachers immediately to the Senior Director and HR
- Adhere to all security and privacy protocols.
- Maintain (staff and student) files and documents for internal and external audits.
- Data entry collection, and management (using Salesforce, DOE Vendor Portal, TSG)
- Work with fiscal team and office support in placing month supply orders, keep inventory of items on site, and maintain the UPK budget.

Qualifications

Qualifications:

- Minimum Bachelor's Degree in Early Childhood Education or related field, Masters preferred
- NYS Teacher Certification
- Minimum 3 years' experience in a managerial role
- Experience in community organizing/community engagement, or other forms of direct outreach.
- Excellent communication, project management, and multi-tasking skills
- Excellent interpersonal organizational, verbal, and written communication skills
- Demonstrated cultural competence with respect to local communities.
- Computer literate with working knowledge of Microsoft Office
- Proficiency in use of technology (i.e., laptops, computers, tablets)
- Understanding the evaluation process and familiarity with IEP's a plus
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

How to apply: If you would like to join our team, please send a cover letter and resume with subject line:

Education Director, UPK

to: Kelly Connolly, Senior Director of Early Childhood & COMPASS programs, at kconnolly@scsny.org

All positions at Sunnyside Community Services are filled without regard to race/color, religion/creed, national origin, age, sex/gender, sexual orientation, gender identity or expression, disability, pregnancy-related condition or lactation, military/veteran status, marital status, familial status, caregiver status, sexual or reproductive health decisions, height, weight, status as a victim of domestic violence/stalking/ sex offenses, predisposing genetic characteristic, immigration or citizenship status, prior arrest or conviction record, credit history, salary history,

unemployment status, pre-employment marijuana testing, union affiliation/activity, or for reporting or opposing discrimination on these bases or for reporting or opposing violations of workplace health and safety, pay equity or practices, or for participating in any internal or any legally protected status listed in the New York City Human Rights Law (NYCHRL). All are encouraged to apply.

Sunnyside Community Services strives to address, explore, and educate all our stakeholders about the diversity of human experience and to advance and integrate racial equity and social justice into all organizational policies and programs. We believe that everyone, regardless of who they are or what they do for the organization, should feel equally involved and supported.

Sunnyside Community Services represents a commitment to considering the whole person and how systemic barriers and access to opportunities can affect their well-being.

For more information about Sunnyside Community Services, please visit the website at www.scsny.org

Equal Opportunity/Affirmative Action Employer

Language Requirements

English

Additional Information

Benefits Package

- Comprehensive medical, dental and vision insurance
- 403B pension plan with employer contribution
- Flexible spending account and transit checks
- Employee Assistance Program
- 12 paid Holidays plus DOE closures
- 1 sick day per month
- Life Insurance
- Long-term disability