

Educational Director

Tiny Tunes Daycare

Bronx, NY 10472

Program Director

Full-time

Onsite

\$70,000 - \$80,000 a year

Posted on July 29, 2026

Organization Statement

The mission for Tiny Tunes Daycare Learning Center is to provide a safe, affordable quality childcare program for the families and the surrounding communities. In doing so, we support families in their efforts to work and/or attend school. Tiny Tunes Daycare provides a program for children ages 18 months to twelve years. We provide a safe, clean environment where children are encouraged to develop at their own pace. Tiny Tunes staff is committed to the families we serve, providing support and encouragement.

Job Description

Tiny Tunes Daycare is seeking a dedicated and experienced **Educational Director** to lead our early childhood program. The Educational Director will oversee daily program operations, curriculum implementation, staff supervision, professional development, and DOE/DOH compliance while ensuring a safe, nurturing, and high-quality learning environment.

Responsibilities

Key Responsibilities

- Oversee daily program operations, facility safety, and DOH Article 47 compliance.
- Lead curriculum planning, implementation, and instructional quality across classrooms.
- Supervise, coach, evaluate, and support teaching and childcare staff.
- Oversee lesson plans, child observations, assessments, and developmental documentation.
- Ensure classrooms maintain safe, clean, organized, and developmentally appropriate environments.

- Coordinate staff training, professional development, onboarding, and performance management.
- Support student development, behavioral needs, interventions, and required services.
- Maintain accurate records and ensure timely completion of required DOE/DOH documentation and reports.
- Build positive relationships with families and address parent, staff, and program concerns professionally.
- Ensure compliance with health, safety, sanitation, emergency preparedness, and child protection requirements.

Qualifications

- Bachelor's or Master's Degree in Early Childhood Education, Child Development, or related field.
- **NYS Early Childhood Education (Birth–Grade 2) Teacher Certification required.**
- 2–3+ years of early childhood teaching experience, including preschool.
- Prior supervisory, administrative, or instructional leadership experience required.
- Strong knowledge of NYC DOH Article 47 and DOE early childhood requirements.
- Experience with DOE-aligned curriculum, Teaching Strategies GOLD, CLASS, and/or ECERS preferred.
- Strong leadership, communication, organization, and documentation skills.
- Must be able to complete and maintain all required DOE/DOH clearances, fingerprinting, medical requirements, and mandated trainings.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

How to Apply

Interested candidates should submit the following:

1. **Updated Resume** – Highlighting early childhood education, leadership, and supervisory experience.
2. **NYS Teaching Certification** – Copy of your current **Birth–Grade 2 Early Childhood Education** certification.
3. **Degree Documentation** – Copy of your Bachelor's or Master's degree, or unofficial transcript.

Application Submission

Please email your resume and supporting documents to ttdevergreen1@gmail.com with the subject line:

Educational Director Applicant – [Full Name]

Qualified candidates will be contacted for an interview. Candidates selected to move forward may be asked to participate in an additional interview or leadership assessment.

All candidates must be eligible to complete and maintain required **DOE/DOH clearances, fingerprinting, medical requirements, background checks, and mandated trainings** prior to employment.

Language Requirements

English