

Early Childhoos Program Director

St. Clare's School

Bronx, Ne 10461-1303

Education Coordinator

Full-time

Onsite

\$75,000 - \$85,000 a year*

* Salary based on credentials and experience in program leadership.

Posted on August 6, 2026

Organization Statement

St. Clare of Assisi–St. Francis Xavier School (SCS-SFX), located in the Morris Park section of the Bronx, is a thriving Catholic PreK–Grade 8 school dedicated to forming the minds, hearts, and spirits of every child. Rooted in the Gospel values of faith, academic excellence, service, and community, we provide a nurturing environment where students are challenged to grow intellectually, socially, emotionally, and spiritually.

Our Early Childhood Division is one of the largest Catholic 3-K for All and Pre-K for All programs in the Archdiocese of New York, serving more than 100 children across nine classrooms. We are committed to delivering a joyful, developmentally appropriate educational experience that celebrates the unique strengths of every child while fostering curiosity, creativity, independence, and a lifelong love of learning.

At St. Clare of Assisi–St. Francis Xavier School, our educators work collaboratively to create engaging learning experiences, build strong partnerships with families, and ensure that every child feels known, valued, and supported. We seek professionals who are passionate about early childhood education, committed to continuous growth, and eager to make a meaningful difference in the lives of children and families.

Joining our team means becoming part of a welcoming school community that values collaboration, innovation, and the shared mission of providing an exceptional Catholic education to the children of the Bronx.

Job Description

St. Clare of Assisi–St. Francis Xavier School, a vibrant Catholic PreK–8 school in the Morris Park section of the Bronx, is seeking an experienced and collaborative **Early Childhood Program Director** to lead our 3-K for All and Pre-K for All program.

Serving more than 100 children across nine classrooms, our early childhood division is one of the largest Catholic early childhood programs in the Archdiocese of New York. The Program Director serves as the instructional leader of the division, partnering closely with the Principal to ensure excellence in teaching and learning, support and coach faculty, build strong relationships with families, and maintain compliance with all NYC Public Schools and Archdiocese of New York requirements.

The successful candidate will foster a positive, child-centered learning environment by supervising instruction, implementing research-based best practices, supporting professional growth, analyzing student data, coordinating family engagement initiatives, and overseeing the day-to-day operation of the program. The Director also serves as the primary liaison with the Archdiocese Office of Early Childhood and the NYC Public Schools Division of Early Childhood Education.

This is an outstanding opportunity for an experienced early childhood leader to make a lasting impact within a faith-filled school community committed to academic excellence, joyful learning, and the success of every child.

Responsibilities

Job Responsibilities

The Early Childhood Program Director serves as the instructional leader of the 3-K for All and Pre-K for All program and works collaboratively with the Principal to ensure a high-quality educational experience for every child.

Responsibilities include:

- Provide instructional leadership and coaching to early childhood teachers through regular classroom observations, feedback, mentoring, and professional development.
- Foster a positive, inclusive, and developmentally appropriate learning environment that supports the academic, social-emotional, and behavioral growth of every child.
- Ensure full compliance with all NYC Public Schools 3-K for All and Pre-K for All requirements, Department of Health Article 43 regulations, and Archdiocese of New York policies.

- Oversee the implementation of the Creative Curriculum, positive behavior guidance practices, and research-based instructional strategies.
- Serve as the primary liaison between the school, the Archdiocese of New York Office of Early Childhood, and the NYC Public Schools Division of Early Childhood Education.
- Collaborate with teachers, families, and support staff to develop individualized plans that meet the diverse needs of students.
- Plan and facilitate faculty meetings, common planning sessions, and professional learning opportunities for early childhood staff.
- Build strong partnerships with families through ongoing communication, educational workshops, and meaningful engagement opportunities.
- Analyze student assessment and program data to inform instructional decisions and promote continuous program improvement.
- Partner with the Principal in staff supervision, performance evaluations, strategic planning, and the alignment of the early childhood program with the school's PreK–8 instructional vision.
- Oversee administrative operations, including program documentation, compliance reporting, recordkeeping, and timely completion of all required NYC Public Schools and Archdiocesan submissions.
- Promote and uphold the mission, values, and traditions of Catholic education while fostering a welcoming, collaborative school community.

Qualifications

Qualifications:

- Master of Education in Early Childhood, Early Childhood Special Education or a related field (**required**)
- Current New York State Teaching Certification in Early Childhood or Childhood Teaching (**required**)
- At least 3-5 years of experience as a teacher or school leader with classroom experience, including 3 years of experience as a lead teacher in an Early Childhood classroom (**required**)
- Experience working successfully in an inclusive and diverse work environment
- Proficient in the use of technology (social media, Microsoft Office Suite, Google Suite) and the ability to learn various educational communication platforms)

- Proficiency in written and oral Spanish (preferred)
- First Aid, Medication Administration Training, CPR and Mandated Reporter certification as well as all DOH required trainings must be completed upon hiring
- If offered the position, clearance in the NYC PETS. Questions can be addressed to EarlyChildhood.Education@archny.org
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Qualified candidates should submit a cover letter, current résumé, copies of all applicable New York State certifications, and the names and contact information of three professional references. Applications will be accepted until the position is filled.

Language Requirements

English

Additional Information

Interested candidates should complete this application and Wedge video:

<https://archny.applicantpro.com/jobs/4153386>