Career Development Center
New York Early Childhood Professional Development Institute

Educational Director

Tiny Step Learners Daycare

Queens Village, NY 11428

Program Director | Full-time | Onsite | $70,000 - $88,000 a year

Posted on November 16, 2026

Organization Statement

Tiny Step Learners Daycare & Preschool is a licensed early childhood education center located in Queens Village, NY, serving children ages 2–5. Our program combines Montessori-inspired learning with a creative, play-based curriculum that promotes independence, curiosity, social-emotional development, and school readiness. We provide a safe, nurturing, and inclusive environment where children learn through hands-on exploration, early literacy, mathematics, science, music, and creative arts. Our mission is to build a strong educational foundation while supporting each child's individual growth and development.

Job Description

Tiny Step Learners Daycare & Preschool is seeking a passionate and experienced Educational Director to lead our early childhood education program serving children ages 2–5. This role includes overseeing our Montessori-inspired and creative play-based curriculum, supervising and mentoring teachers, monitoring child development, and ensuring compliance with NYC DOHMH Article 47 regulations. The ideal candidate is a strong educational leader committed to creating a nurturing, engaging, and high-quality learning environment.

Salary: $70,000–$88,000 annually, based on experience and qualifications.

Benefits: 401(k), health and dental insurance, PTO, paid sick and personal days, employee childcare discounts, professional development, and a DOE-aligned school calendar.

Responsibilities

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- Oversee the daily educational operations of our preschool program serving children ages 2–5.
- Develop, implement, and supervise a Montessori-inspired and creative play-based curriculum.
- Supervise, mentor, and support lead teachers and assistant teachers.
- Review weekly lesson plans, classroom schedules, and educational activities.
- Conduct classroom observations and provide instructional guidance and feedback.
- Monitor children's developmental progress and oversee assessments and progress reports.
- Coordinate parent-teacher conferences and maintain positive communication with families.
- Ensure educational programming, classroom practices, and staff qualifications comply with NYC DOHMH Article 47 regulations.
- Support teacher recruitment, onboarding, training, and professional development.
- Maintain accurate educational records, curriculum documentation, and assessment reports.
- Promote a safe, inclusive, nurturing, and developmentally appropriate learning environment.
- Collaborate with the Owner/Director on program development, staffing, and continuous quality improvement.
- Support preparation for DOHMH inspections and ensure ongoing regulatory compliance.
- Foster a positive, collaborative work environment that encourages creativity, teamwork, and educational excellence.

Qualifications

Must-Have Qualifications

- Bachelor's degree in Early Childhood Education or a related field approved by NYC DOHMH.
- Minimum of two years of documented experience as a group teacher working with children under six years old.
- Valid New York State teaching certification or eligibility under an applicable NYC DOHMH Article 47 certification pathway.
- Must meet NYC DOHMH Article 47 Educational Director qualification requirements.
- Knowledge of early childhood development, curriculum planning, and classroom management.
- Experience supervising, mentoring, and supporting teaching staff.
- Strong leadership, organizational, and communication skills.
- Ability to complete all required background checks and clearances.

- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

Interested candidates should submit their updated résumé through the job posting platform. Please include your educational qualifications, New York State teaching certification status, and relevant early childhood education and leadership experience.

Applicants must meet the applicable NYC DOHMH Article 47 Educational Director qualification requirements.

We will contact qualified candidates to schedule an interview.

We look forward to welcoming a passionate and dedicated Educational Director to the Tiny Step Learners Daycare & Preschool team!

Language Requirements

English

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