

# Certified Education Director For 3K/Upk Program

Little Friends School Sunnyside

Sunnyside, NY 11377

Program Director

Full-time

Onsite

\$69,000 - \$85,000 a year

Posted on August 19, 2025

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## Organization Statement

Little Friends School Sunnyside, Inc. is a warm and nurturing early childhood program with locations in **Sunnyside, Woodside, Elmhurst, and Rego Park, Queens**. We are dedicated to providing a safe, inclusive, and stimulating environment where young children can grow, learn, and thrive. Our play-based and developmentally appropriate curriculum supports the social, emotional, cognitive, and physical growth of each child, while fostering curiosity, creativity, and a lifelong love of learning.

At Little Friends, we believe in the power of strong partnerships with families and the community. Our passionate team of educators is committed to creating meaningful learning experiences, guiding children through their early developmental milestones, and preparing them for future academic success.

As an organization, we value respect, collaboration, and professional growth. We provide ongoing training and support for our staff to ensure high-quality education and care for every child entrusted to us.

## Job Description

- Oversee classroom staffing, paperwork and curriculum to ensure proper coverage and compliance with DOHMH (Article 47) and DOE Pre-K for All regulations
- Handling of Pre-K for All/DOE administrative responsibilities, which includes familiarity with CRM (customer relations management) software on an IOS system: enrollment, budgeting, vetting family concerns, ordering, scheduling, etc.
- Support families through the CPSE (Committee on Preschool Special Education) process when needed

- Attend DOE Operations and Educational Director's meetings.
- Knowledge of CACFP (Child & Adult Care Food Program)
- Assist the teachers with daily supervision of classroom activities when necessary
- Oversee and maintain the implementation of high-quality programming with evidence-based curricular and child outcomes, including lesson planning, observations, portfolios and Parent/Teacher conferences
- Assist in the planning and execution of the program to provide childcare for children which takes into account the educational, social, developmental and health needs of the group, as well as the individual child
- Provide guidance, training and coaching to teaching staff on implementing lesson plans and responding to the social emotional needs of young children
- Responsible for documenting and conducting meetings, trainings and in-service workshops
- Perform continuous written observations of staff and conduct yearly evaluations based upon those observations
- Support staff in meeting the individual needs of children through individualized planning, which also includes input from the child's family
- Assist in the review of program practices and update program plans, policies and procedures
- Responsible for upholding the company's philosophy and ensuring proper communication with staff
- Monitor and evaluate the instructional methods/effectiveness and ensure the fidelity of educational and student activity programs
- Maintain a safe and productive work environment through timely communication and consistent administration of the company's disciplinary practices in cases of unsatisfactory job performance, misconduct, or behavior that violates company policies/procedures
- Work with new and current families to foster student and program success
- Continuously communicate with other supervisors and teachers in an effort to keep all parties informed and up to date
- Work collaboratively with other supervisors to implement the program to its fullest
- Attend, participate and conduct school events, outside of regular school hours.

## **Responsibilities**

- Oversee classroom staffing, paperwork and curriculum to ensure proper coverage and compliance with DOHMH (Article 47) and DOE Pre-K for All regulations
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## Qualifications

- Provisional/Permanent NYS Early Childhood Education Certification in N-6, birth-grade 2, Pre-K-6 or K-6.
- 2 years teaching experience in a program with children less than six years of age.
- Educational supervisory capacity
- Bi-lingual not a requirement but is a plus.
- Knowledge of ECERS, CLASS and Teaching Strategies GOLD – on line
- Has or is willing to obtain the following:
- DOE and DOH finger printing, mandated reporter, infectious disease, CPR/first aide, FDNY certificate of fitness (fire alarm system), and food handlers, and up to date medical. (at own expense)
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** NYS Teacher Certification

## Application Instructions

### To apply, please submit the following:

- A current résumé highlighting your relevant experience
- A cover letter explaining your interest in the position and how your qualifications meet the requirements
- Indicate which NYS Teaching Certification you currently hold
- Your desired salary range
- Contact information for at least two professional references

Applications should be sent via email to **hiring@littlefriendsnyc.com** with the subject line: *Educational Director Application.*