

Education Director

Claire Heureuse Community Center, Inc.

Bronx, NY 10473

Education Coordinator

Full-time

Onsite

\$70,000 - \$85,000 a year

Posted on July 14, 2026

Organization Statement

Claire Heureuse Community Center, Inc. is a tax-exempt, 501 (c) (3) Community-Based Organization committed and dedicated to promoting the empowerment of low-income, underserved, hard-to-reach families of all ages, for them to contribute to their community and society as a whole. The purpose of our daycare centers is to provide high-quality, affordable, and accessible early learning and childcare programs to meet the needs of children and families.

Job Description

We are looking for an Education Director for our preschool program. He or she will be a professional educator tasked with managing our preschool. He/She will build on the preschool's well-respected ethos and reputation through collaboration with teachers, parents, directors, and the board.

We are actively seeking a qualified preschool director to oversee the daily operations and administration of our preschool. The candidate will be experienced in early childhood development and will lead the school's management. The preschool director's responsibilities include recruiting staff, maintaining property, marketing, and communication.

To be successful as a preschool director, you should possess excellent interpersonal and communication skills as well as a love for children. You should uphold the preschool's vision with pride and ensure it meets the relevant state standards. Ultimately, a top-notch Preschool Director will determine the preschool's needs, protect the health and safety of children, and work closely with and report to the Operations Director and Executive Director.

Responsibilities

- Responsible for establishing policies to run the school, appointing the appropriate staff members to carry out directives, and explaining the policies to parents when needed.
- Complete and send in the proper paperwork as per state/federal/agency regulations.
- Oversee teaching staff and help them with curriculum development, and early childhood practices
- Interview potential classroom and supportive staff to ensure the smooth operation of the facility.
- Coordinate special events, i.e., program-wide celebrations, parent-teacher conferences, etc.
- Review all paperwork, including, but not limited to, lesson plans, quarterly progress reports, attendance records, draft IEP goals, annual reports, etc.
- Meet with parents on an as-needed basis.
- Complete staff evaluations and assist in providing staff Professional Development monthly.
- Additional duties may apply.

Qualifications

- Master's Degree in Early Childhood Education.
- New York State Certification in Early Childhood Education, Birth-grade 2.
- Several years of experience working with children (pre-school age).
- Knowledge about the various disabilities encountered in the classroom.
- Strong knowledge and ability to lead faculty in implementing an appropriate developmental curriculum and new education programs.
- Strong supervisory skills.
- Knowledge of NY state regulations/guidelines, DOE programs.
- 3+ years of prior Education Administration experience.
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** Master's Degree

Application Instructions

Please contact Ms. Josme at

Tel: 917-416-4307

email: chcc_ny@yahoo.com

Language Requirements

English

Additional Information

- Minimum of 2 years of experience in this role.
- Minimum of 3 years of classroom experience.
- Strong leadership and administrative skills.
- Love for children and passion for teaching.
- No criminal record or child-related offenses.