

Principal/Education Director

Lifeskills Preschool

Whitestone, NY 11357

Program Director

Full-time

Onsite

\$115,000 - \$135,000 a year

Posted on July 29, 2026

Organization Statement

Life Skills Preschool in Whitestone, Queens, is seeking a dedicated, highly organized, and visionary Educational Director / Principal to lead our NYC DOE-contracted, inclusive preschool program. Serving children ages 3 to 5 with and without special needs, our center utilizes integrated models and self contained special classrooms to ensure every child receives an exceptional foundation for lifelong learning.

In this role, you will be the chief instructional and administrative leader of our 10-classroom Queens site , balancing high-quality play-based curriculum implementation with meticulous multi-agency compliance (NYC DOE, NYSED, and DOHMH Article 47). If you are a collaborative leader who thrives in a dynamic environment and loves supporting teachers and families alike, we want to hear from you.

Job Description

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Responsibilities

Key Responsibilities:

- Instructional Leadership & Inclusion
- Oversee the implementation of NYC DOE-approved, play-based curriculum (e.g., Creative Curriculum), ensuring standard lessons are modified to meet all learning styles.
- Coach, mentor, and evaluate dual-certified teachers and paraprofessionals to differentiate instruction and naturally embed IEP goals into daily routines.
- Ensure full fidelity of authentic assessment and screening tools (Teaching Strategies GOLD, ASQ-3).

Special Education & CPSE Compliance

- Ensure all student IEP mandates (accommodations, modifications, and behavior plans) are executed precisely in the Least Restrictive Environment (LRE).
- Serve as the center's primary representative at Committee on Preschool Special Education (CPSE) meetings and manage Kindergarten transition plans.
- Coordinate schedules, space, and documentation for multi-disciplinary Related Service Providers (Speech, OT, PT, Counseling, Etc.).

Regulatory Operations & Safety

- Maintain 100% compliance with NYC DOHMH Article 47 health codes, FDNY safety standards, and NYSED regulations.
- Oversee student enrollment, daily attendance data, and administrative submissions across city portals (such as PETS, Vendor Portal, and MySchools).
- Ensure all staff, substitutes, and external vendors maintain active background clearance through the NYC DOE PETS system prior to classroom entry.

Family & Community Engagement

- Cultivate a warm, culturally responsive school community that welcomes and empowers families of all backgrounds and abilities.
- Guide families through the complexities of the special education pipeline, evaluations, and community-based support resources.

Qualifications

Requirements & Qualifications (Must Meet to Apply)

Education & NYS Certifications:

Master's Degree in Early Childhood Education with Special Education extension.

Active New York State Certification in the following (Required):

Early Childhood Education (Birth–Grade 2)

Students with Disabilities (Birth–Grade 2)

NYS School Leadership Certification (SBL, SDL, SAS, or SDA)

Experience:

- Minimum of 2 years of successful lead teaching experience in an early childhood or early childhood special education classroom (Required).
- Minimum of 2 years of administrative, supervisory, or assistant director experience in a preschool setting (Required).
- Deep working knowledge of NYC DOHMH Article 47 regulations and the CPSE/IEP process (Required).
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Please submit your resume, a cover letter detailing your experience, and copies of your NYS Certifications to **rdoble@lifeskillspreschool.org**

Our organization is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students.

Language Requirements

English

Additional Information

Benefits:

- 401(k)

- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance

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