Career Development Center
New York Early Childhood Professional Development Institute

Education Director

Okie Dokie Inc.

Brooklyn, NY 11219

Program Director | Full-time | Onsite | $63,000 - $80,000 a year

Posted on October 20, 2026

Organization Statement

Okie Dokie, Inc. is a licensed early childhood education center located in Brooklyn, New York. We partner with NYC Public Schools to provide 3-K, Pre-K, and School Day Year Plus (SDY+) programs.

We are committed to providing a safe, nurturing, and engaging learning environment that supports children's academic, social, emotional, and developmental growth. Our dedicated team works closely with families to ensure high-quality early childhood education and a positive learning experience for every child.

Job Description

Okie Dokie, Inc. is seeking a qualified, experienced, and dedicated full-time Preschool Education Director for our NYC Public Schools–funded 3-K, Pre-K, and School Day Year Plus (SDY+) programs in Brooklyn, NY.

The Education Director will provide instructional leadership, supervise teaching staff, oversee curriculum implementation, and ensure high-quality early childhood education in compliance with NYC DOHMH and NYC Public Schools requirements.

This is primarily an administrative and educational leadership position, not a regular classroom teaching assignment.

Responsibilities

- Oversee daily educational operations of NYCPS-funded 3-K, Pre-K, and SDY+ programs.
- Supervise, mentor, and evaluate teaching staff.

- Review lesson plans, oversee curriculum implementation, and conduct classroom observations.
- Monitor student assessments, developmental progress, and Teaching Strategies GOLD documentation.
- Ensure compliance with NYC DOHMH Article 47 regulations and NYC Public Schools requirements.
- Maintain accurate program records and prepare for inspections and monitoring visits.
- Communicate effectively with families, staff, and NYCPS representatives.
- Support staff development, program quality, and continuous improvement.

Qualifications

REQUIRED QUALIFICATIONS — ALL MUST BE MET

- Bachelor's degree or higher, with educational qualifications meeting NYC DOHMH Article 47 Education Director requirements.
- Minimum 2 years of documented Lead Teacher or Group Teacher experience working with children under age 6.
- Educational credentials and professional experience sufficient to qualify for Education Director approval under applicable NYC DOHMH and NYC Public Schools requirements.
- Experience supervising teaching staff and overseeing early childhood curriculum and instructional practices.
- Strong communication, organizational, and leadership skills.

PREFERRED QUALIFICATIONS

- At least 1 year of experience as an Education Director at an NYC licensed preschool.
- Master's degree in Early Childhood Education, Education, or a related field.
- Experience with NYCPS 3-K, Pre-K, and SDY+ programs.
- Knowledge of DOHMH Article 47 regulations, Teaching Strategies GOLD, and early childhood assessments.

Applicants who do not meet the required qualifications will not be considered.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Please submit your résumé and a brief cover letter (150–250 words).

Your application must include:

- Relevant degrees and teaching certifications.
- Details of at least 2 years of qualifying Lead Teacher or Group Teacher experience with children under age 6, including school names, employment dates, and age groups taught.
- Previous Preschool Education Director experience, if applicable.

In your cover letter, please briefly explain your early childhood teaching and leadership experience, your qualifications for this position, and why you are interested in joining Okie Dokie, Inc.

Only applicants who meet the minimum qualifications will be considered.

Selected candidates may be asked to provide supporting documentation for NYC DOHMH and NYC Public Schools qualification verification.

Language Requirements

English

Additional Information

Salary: $63,000–$80,000 annually, based on qualifications and experience.

Schedule: Full-time, Monday–Friday.

Location: Okie Dokie, Inc., 1002 65th Street, Brooklyn, NY 11219.

Start Date: Immediate opening.

This is an on-site educational leadership position, primarily focused on administration, instructional supervision, and program quality rather than regular classroom teaching.

Employment is subject to verification of qualifications, required background clearances, and applicable NYC DOHMH and NYC Public Schools requirements.

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