Career Development Center
New York Early Childhood Professional Development Institute

Program Director

Two by Two Childcare Academy

Brooklyn, NY 11211

Program Director | Full-time | Onsite | $100,000 - $120,000 a year

Posted on November 16, 2026

Organization Statement

At Two by Two Childcare Academy, we are dedicated to providing a safe, loving, and nurturing environment where children can learn, grow, and thrive. We believe every child deserves patience, encouragement, respect, and quality care. Our goal is to create meaningful learning experiences while building strong relationships with children and families.

We are looking for passionate, dependable, and caring individuals who love working with children and want to make a positive difference in their lives. Join our team and become part of a supportive environment where your dedication, creativity, and love for teaching are valued.

Job Description

Two by Two Childcare Academy is seeking an experienced, motivated, and dedicated Program Director to oversee the overall management, daily operations, and educational development of our childcare center.

The Program Director will play an essential role in maintaining a high-quality childcare program by providing leadership, supervising staff, supporting teachers, and ensuring that children receive excellent care and educational experiences. This individual will be responsible for creating a structured, safe, nurturing, and welcoming environment for children, families, and employees.

The Director will oversee staffing, classroom operations, curriculum implementation, enrollment coordination, parent communication, and administrative responsibilities. They will also ensure that all program activities and procedures follow applicable New York State childcare licensing

regulations and NYC Department of Health requirements.

Additional Responsibilities

The Program Director is expected to provide hands-on leadership throughout the center, regularly observe classrooms, monitor staff performance, address operational challenges, and ensure that teachers are meeting educational and professional expectations. They will help establish daily routines, maintain organized records, coordinate staff development, and work closely with families to address questions and concerns.

The Director will also help maintain a positive workplace culture, encourage teamwork, resolve conflicts professionally, and ensure that the academy continues to meet its educational and operational goals.

Ideal Candidate

We are looking for someone who is confident, responsible, organized, and passionate about early childhood education. The ideal candidate should have strong management skills, the ability to lead a team, excellent communication skills, and the ability to make sound decisions in a fast-paced childcare environment.

Previous childcare leadership or administrative experience is preferred. Candidates must meet the applicable New York State and NYC qualifications for the responsibilities of the position.

Our Goal

At Two by Two Childcare Academy, we believe great leadership is the foundation of a successful childcare program. We are looking for someone who will take pride in leading our team, supporting our families, and creating an environment where every child feels safe, valued, and encouraged to succeed.

Responsibilities

The Program Director is responsible for overseeing the daily operations of the daycare, supervising and supporting staff, managing schedules, monitoring classroom activities, and ensuring that curriculum and educational programs are properly implemented.

Responsibilities include maintaining children’s and staff records, overseeing enrollment and administrative tasks, communicating with parents, addressing concerns, ensuring proper child supervision, and maintaining compliance with New York State and NYC childcare regulations.

The Program Director will also monitor staff performance, organize staff meetings, oversee health and safety procedures, and ensure the center operates efficiently and meets all required standards.

Qualifications

Candidates must have a bachelor’s degree in Early Childhood Education or a related field, valid New York State teaching certification, and at least two years of documented experience working as a Group Teacher with children under six years of age. Previous experience in childcare administration, staff supervision, and program management is strongly preferred. Candidates must meet all applicable NYC Article 47 requirements and complete required background clearances.

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

Application Instructions

Interested candidates should submit a current resume along with a brief cover letter outlining their experience in childcare, staff supervision, and program management. Please include any relevant education, certifications, and childcare director qualifications.

Qualified candidates will be contacted to schedule an interview. Please include your availability and preferred contact information with your application.

Language Requirements

English

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