Career Development Center
New York Early Childhood Professional Development Institute

Educational Director

2260 Little Shepherds LLC, Lil Inventors Childcare

Bronx, NY 10468

Program Director | Full-time | Onsite | $80 - $90 a year

Posted on October 28, 2026

Organization Statement

It is our mission to provide care for young children while immersing them in a fun learning environment that fosters creativity and growth to shape their minds and create a lasting foundation for the betterment of their future endeavors.

Job Description

The Educational Director oversees the curriculum and teaching staff.

· **Education:** A Master's degree in Early Childhood Education (ECE) or a related field. Alternatively, a Bachelor's degree in ECE or a related field with an approved study plan.

· **Certification:** Valid New York State (NYS) Teacher Certification in Early Childhood Education (e.g., Birth–Grade 2).

· **Experience:** Minimum of 2–3 years of successful classroom teaching experience in a licensed group child care center.

· **Salary Range:** $80K - $90K

· **Curriculum**: Creative Curriculum

· **Assessment Tool**: Teaching Strategies Gold

Responsibilities

Duties:

Instructional Leadership & Curriculum Oversight

· **Curriculum Management:** Ensuring teachers implement the mandated **Creative Curriculum** effectively across 2k, 3k, and Pre-K classrooms.

· **Lesson Plan Review:** Reviewing weekly lesson plans via the *MyTeachingStrategies* platform to ensure they are developmentally appropriate and align with NYS Early Learning Standards.

· **Teacher Coaching:** Conducting regular classroom observations to provide constructive feedback, model teaching techniques, and mentor staff.

Assessment & Compliance Tracking

· **GOLD Assessment Quality Control:** Monitoring the online **GOLD assessment portal** to ensure teachers are logging high-quality observations, photos, and notes for student portfolios.

· **Meeting Contract Checkpoints:** Tracking data entry to guarantee the site hits all NYC Public Schools (NYCPS) and Department of Health (DOHMH) assessment deadlines.

· **Data-Driven Adjustments:** Analyzing site-wide student data to identify learning gaps and shifting classroom resources to support struggling students.

Staff & Family Engagement

· **Professional Development:** Planning and facilitating staff meetings and sourcing certified training courses so teachers maintain their NYS B-2 credentials.

· **Parent-Teacher Partnerships:** Guiding teachers on how to share GOLD assessment reports with families and leading workshops to connect Bronx parents with home-learning strategies.

· **Case Conferences:** Leading meetings with teachers, families, and specialized clinicians if a child requires an evaluation for early intervention services.

Program Operations & Safety

· **DOHMH Article 47 Compliance:** Maintaining strict classroom ratios, health logs, and safety protocols to satisfy NYC Department of Health inspections.

· **Vibrant Learning Environments:** Ensuring classrooms are arranged with accessible, high-quality learning centers (block areas, dramatic play, science tables) as required by NYC early childhood guidelines.

Qualifications

· **Education:** A Master’s degree in Early Childhood Education (ECE) or a related field. Alternatively, a Bachelor’s degree in ECE or a related field with an approved study plan.

· **Certification:** Valid New York State (NYS) Teacher Certification in Early Childhood Education (e.g., Birth–Grade 2).

· **Experience:** Minimum of 2–3 years of successful classroom teaching experience in a licensed group child care center.

- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** NYS Teacher Certification

Application Instructions

E-mail resume to mcolon@lilinventors.com

Subject line: Educational Director Position

Language Requirements

English, Spanish

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