Career Development Center
New York Early Childhood Professional Development Institute

# Educational Director, Early Childhood Education Center

East Harlem Block Nursery, Inc.

New York, NY 10027

Program Director | Full-time | Onsite | $82,000 - $86,000 a year*

* Salary is negotiable based on experience.

Posted on October 28, 2026

## Organization Statement

**East Harlem Block Nursery, Inc. (EHBN)** is a community-based nonprofit organization founded in 1965. EHBN operates two early childhood education centers in East and Central Harlem. For over sixty years, EHBN has served as both an early childhood education provider and advocate to our neighborhood families. EHBN's goal is to ensure every child who enters our centers has access to a quality education in a safe, nurturing environment. The EHBN early childhood educational philosophy is rooted in the belief that every child is treated equally and has their individual talents nurtured.

## Job Description

EHBN is seeking an exceptional and creative early childhood education professional to serve as Educational (Center) Director. This individual will oversee the daily operations of one of our daycare centers, including classroom supervision, staff and child management, instructional oversight, compliance with licensing and organizational policies, and other related administrative responsibilities.

## Responsibilities

• Oversee the daily operations of the early education program
• Lead staff meetings, attend monthly meetings, and participate in special task committees
• Maintain policies and procedures for program operations
• Maintain student records, including emergency contacts, immunization records, and annual physicals
• Coordinate the preparation and implementation of parent-teacher conferences
• Develop the school-year calendar and themes in collaboration with teaching staff

• Manage staff, including scheduling, hiring, termination, training, and evaluations
• Stay current on issues and trends in early childhood education
• Establish a vision for program development and implement changes as needed
• Oversee enrollment in accordance with NYCPS and other funding agency guidelines
• Ensure compliance with licensing and safety procedures
• Oversee curriculum implementation
• Support teachers through professional development and coaching
• Maintain a visible presence among staff, students, and families
• Develop and maintain CACFP-approved menus in collaboration with the center cook
• Complete all required CACFP paperwork promptly• Oversee the daily operations of the early education program
• Lead staff meetings, attend monthly meetings, and participate in special task committees
• Maintain policies and procedures for program operations
• Maintain student records, including emergency contacts, immunization records, and annual physicals
• Coordinate the preparation and implementation of parent-teacher conferences
• Develop the school-year calendar and themes in collaboration with teaching staff
• Manage staff, including scheduling, hiring, termination, training, and evaluations
• Stay current on issues and trends in early childhood education
• Establish a vision for program development and implement changes as needed
• Oversee enrollment in accordance with NYCPS and other funding agency guidelines
• Ensure compliance with licensing and safety procedures
• Oversee curriculum implementation
• Support teachers through professional development and coaching
• Maintain a visible presence among staff, students, and families
• Develop and maintain CACFP-approved menus in collaboration with the center cook
• Complete all required CACFP paperwork promptly

## Qualifications

Minimum of 3 years of supervisory experience in a pre-school/day care center or child development-related organization.

- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** Master's Degree

## Application Instructions

Please submit your resume, cover letter, and NYS (B-2) Certification  to dian@ehbn.org

## Language Requirements

English, Spanish

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