Career Development Center
New York Early Childhood Professional Development Institute

Director

Medical Center Nursery School

New York, NY 10032

Program Director | Full-time | Onsite | $95,000 - $125,000 a year

Posted on November 10, 2026

Organization Statement

The Medical Center Nursery School seeks to introduce children to life in a community, where they learn to comfortably share space and materials and navigate social situations independently. Mastered, experienced teachers observe children at work and play, informing curriculum choices based on students' interests and social development. This process occurs in an intimate, enriched environment designed to encourage collaborative play, exploration and problem solving.

Job Description

Educational Leadership

- Lead and mentor a teaching staff of nine, including observation, coaching, evaluation, and professional development
- Support staff credentialing and training to meet DOHMH teacher qualification standards
- Maintain the school's reputation for progressive, play-based early education in the community

Families and Community

- Manage enrollment and admissions and the kindergarten transition process
- Oversee the school's family communication app: post announcements, and review classroom-to-family messaging for accuracy, tone, and professionalism
- Serve as the school's primary liaison to Columbia University's Office of Work/Life and affiliated offices, community organizations, and fellow independent schools

- Oversee the school website and social media presence, keeping content current with enrollment, events, and school life
- Evaluate opportunities within the city's evolving early childhood funding landscape alongside the Board

Business and Financial Operations

- Develop and manage the annual operating budget; monitor cash flow and report clearly to the Board
- Administer tuition, billing, payment plans, and financial aid with discretion
- Oversee payroll, benefits, and HR compliance through the school's PEO
- Manage insurance renewals (liability, umbrella, D&O, workers' compensation), banking relationships, vendor contracts, and the retirement plan, coordinating with brokers, accountants, and counsel as needed
- Lead preparation for the annual financial review
- Along with the Associate Director, maintain full compliance with DOHMH Article 47 regulations

Responsibilities

See description above

Qualifications

- NYS certification in Early Childhood Education; BA in early childhood or an acceptable related degree as defined by DOHMH Article 47; Master's Degree preferred
- 3-5 years of experience in early childhood settings, including significant administrative and supervisory experience
- Demonstrated budget management and comfort handling finance, insurance, and compliance functions
- Working knowledge of NYC DOE early childhood initiatives (U3K/UPK) and DOE documentation and compliance requirements
- Strong knowledge of DOHMH licensing and NYC early childhood regulations
- Familiarity with Reggio Emilia principles and emergent, child-driven curriculum design
- Excellent communication; warmth and skill with families, teachers, and young children

- Organized, practical, and calm — someone who builds systems while keeping joy in the school

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

Application Instructions

Please submit a resume and cover letter to Educator's Ally at Leadershipsearch@educatorsally.com indicating "Medical Center Nursery School" in the subject line. In your cover letter please be sure to address why you are drawn to this role and the MCNS community as well as why this is the right moment in your career for this opportunity.

Language Requirements

English

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