

# Education Director

Young Risers Early Childhood Programs

Brooklyn, NY 11232

Program Director

Full-time, Part-time

Onsite

\$30.00 - \$38.46 an hour

Posted on January 8, 2026

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## Organization Statement

At Young Risers, our vision is to be a leading early childhood community where every child's potential is realized through the power of thoughtful play, meaningful exploration, and respectful collaboration.

Our mission is to cultivate a secure and nurturing environment rooted in the Reggio Emilia Approach, where children are empowered as capable, resourceful citizens, and their innate curiosity drives a rich, emergent curriculum. We believe in being a unified community of families, students, and teachers, collaborating to support children's growth and celebrate their "One Hundred Languages" of learning.

## Job Description

Young Risers LLC is seeking an Education Director who, under the supervision of the Executive Director, will plan and implement developmentally appropriate curriculum that supports our vision, mission and encourages the social, emotional, cognitive, and physical needs of our students, ages birth to 5 years, within the inspirational Reggio Approach.

## Responsibilities

- *Develop a curriculum and program inspired by the Reggio Approach*
  - Take part in professional, self and team building activities based on the ideals of the Reggio Approach.

- Along with the Executive Director and teachers provide a safe and stimulating environment, “Third Teacher”, that provokes inquiry and wonder based on children’s interest.
- Plan with educators a developmentally appropriate emergent curriculum and engaging lessons that meet children’s interests, state requirements and parent expectations.

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- *Oversee Staff*

- Assist with or conduct interviews of prospective staff members and train all staff.
- Supervise monthly classroom schedules and routines in accordance with the vision and mission of Young Risers Childhood Program.
- Create and attend monthly staff meetings and functions of the Early Childhood Program.
- Give guidance and direction to all staff and volunteers.
- Other activities and duties as needed that address the ongoing health and well-being of our staff and members.

- *Manage Facilities*

- Be responsible for the day-to-day operation of the program- must make sure that the facility is safe and well-stocked. That includes checking that safety equipment is available and working, removing hazards and ensuring the facility is always clean and orderly.
- Be licensed in food protection, FDNY: S95 and F07
- Conduct fire drills and manage emergency procedures in accordance with the guidelines of the center.
- Carry out the adopted recruitment and enrollment policies.
- Keep student and staff attendance and tuition records.
- Keep all records required by the NYCDOHMH/ OCFS and Aspire:
  - Maintain accurate program documentation; including but not limited to incident/ accident/ behavior reports,
  - sign-in/ sign-out, development/ growth forms; document eating and sleeping, parent surveys, etc.
- Meet with all NYC representatives regarding inspection.
- Review and help carry out fire, tornado, and disaster drills.
- Be aware of and comply with all personnel policies and NYCDOHMH Article 47.

- *Create a Budget*
  - Assist with the preparation of the annual budget in relation to school supplies, holiday celebrations and festivities, teacher appreciation and individual classroom needs.
  - Operate the school within the budget.
- *Market the Facility*
  - Create a marketing plan within the school budget to promote awareness of the facility and its services.
- *Meet with Families and Teachers*
  - Maintain an active system of parent-school relationships by keeping parents up to date on their child's development and progress.
  - Discuss with parents ways in addressing any learning or behavioral issues.
  - Contact agencies and make referrals to help children with special needs.
  - Plan and fulfill parent involvement, parent-teacher conferences, holiday festivities and all celebrations.

## Qualifications

§ Bachelor's or/ preferred Master's degree in Early Childhood Education

§ NYS teaching certification and 2-year previous lead teacher experience.

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

## Application Instructions

Email resume and NYSDOE Initial, Professional or Permanent Certification to  
yesenia@youngrisers.com