

Preschool Director-Long Island (Mandarin-Speaking Preferred)

Tzu Chi Great Love Preschool, Long Island

Syosset, NY 11791

Program Director

Full-time

Onsite

\$78,908 - \$84,645 a year

Posted on February 17, 2026

Organization Statement

We are a group of dedicated, passionate educators who believe not only in bringing solid academic programs to students but also in teaching children important values such as gratitude, respect, kindness, and compassion through our character education program. The Tzu Chi Education Foundation was established in 2004. There are currently four [Great Love Preschools](#) and one [Elementary Schools](#) serving a total of 412 students.

Job Description

The Tzu Chi Education Foundation will be opening a new child care development center in Long Island, New York, and is seeking an experienced Preschool Director with demonstrated experience in establishing and licensing a new child care center. The Preschool Director will be responsible for overseeing the preschool's development, licensing, and ongoing operations in compliance with New York State regulations and Tzu Chi educational philosophy.

Responsibilities

I. Responsibilities for Child Care Center Application & Preschool Set-Up (New York State)

The Preschool Director is responsible for overseeing the establishment of the child care center and ensuring full compliance with all New York State and local regulations prior to opening, **while working collaboratively with the Tzu Chi Education Foundation leadership team.**

- Comply with all New York State Office of Children and Family Services (OCFS) licensing requirements, including the completion and submission of the required child care center application package.

- Work closely and collaboratively with the **Tzu Chi Education Foundation team located in California**, as well as the **current Regional Director and Assistant Director**, to coordinate licensing requirements, operational planning, and organizational alignment.
- Ensure compliance with all applicable New York State, county, and local codes and regulations throughout the preschool's set-up period.
- Oversee the preparation of the preschool facility and classroom environments to ensure alignment with Tzu Chi philosophy, values, and educational mission, in coordination with the Education Foundation leadership team.
- Prepare and submit periodic reports with the assistant director regarding the status and progress of the preschool's licensing and set-up process to the Education Foundation and the Regional Director as required.
- Participate in professional development workshops, training programs, and early childhood education organizations as required or recommended by licensing authorities and the Education Foundation.
- Assist in recruiting, selecting, and hiring qualified staff in compliance with New York State child care regulations and organizational guidelines.
- Procure, organize, and oversee the installation of instructional materials, furniture, and educational supplies necessary for classroom learning environments.
- Procure and coordinate the installation of required safety equipment in compliance with Fire Department and emergency preparedness regulations.
- Develop and maintain financial records related to the preschool's establishment, including start-up budgeting and expense tracking, in coordination with the Education Foundation.
- Promote a positive public image of Tzu Chi Great Love Preschool and its high-quality bilingual and character education curriculum.
- Develop and implement marketing and outreach strategies to achieve full enrollment capacity, in collaboration with the Education Foundation.
- Collaborate with Tzu Chi staff and volunteers to support activities related to the preschool's establishment and licensing process.
- Perform additional duties as assigned to support the successful opening of the preschool.

II. Ongoing Preschool Director Responsibilities (Post-Licensing)

Once licensed, the Preschool Director is responsible for the overall administration, leadership, and daily operations of the preschool program.

- Coordinate and oversee the daily operations of the preschool in compliance with New York State licensing regulations and all applicable laws.
- Direct, supervise, and evaluate staff performance and assign responsibilities as appropriate.
- Establish, implement, and maintain the preschool's policies, educational programs, and annual budget.
- Recruit, employ, train, evaluate, and, when necessary, terminate staff in accordance with state regulations and organizational policies.
- Maintain accurate and up-to-date financial records, enrollment records, and school documentation.
- Serve as a floating teacher when necessary to ensure appropriate supervision and required staff-to-child ratios.
- Provide leadership, vision, and ongoing support to the Tzu Chi Great Love Preschool staff and school community.
- Facilitate the development of a positive school culture through shared vision, goal setting, and collaboration.
- Ensure that school operations and curriculum reflect Tzu Chi philosophy, values of humanity, and Chinese cultural elements.
- Promote open and effective communication among parents, students, teachers, and all school stakeholders.
- Manage and oversee school safety programs, including emergency procedures, student discipline, and risk management.
- Supervise the implementation of the Tzu Chi Bilingual and Character Education curriculum to ensure high-quality instructional practices.
- Develop and implement relevant and meaningful professional development opportunities for instructional staff.
- Guide and encourage parent involvement and volunteer participation in school activities.
- Maintain professional and respectful relationships with all volunteers.
- Develop and distribute monthly newsletters and annual school calendars.
- Maintain maximum enrollment capacity and plan ongoing community-based marketing strategies.
- Ensure compliance with Tzu Chi dress code policies.
- Attend all required Tzu Chi meetings and trainings consistently.

- Maintain confidentiality of all information related to children, families, and staff.
- Perform any and all other duties as assigned.

Qualifications

- Education Background- Master of Science/ Major: Early Childhood Education
- Preschool director: 1 year (Required)
- Minimum of 2 years of experience in a leadership & management role in a preschool or early childhood education setting
- Minimum of 3 years of Professional teaching experience with infant to preschool children.
- Bachelor's degree or above in ECE or related field required.
- Working knowledge of DOH regulations and codes, and ability to handle site inspections.
- Excellent communication, interpersonal, and organizational skills.
- Must pass state and company background checks.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Please email your resume to education_hr@tzuchi.us.

Additional Information

Benefits:

- Paid time off;
- Dental insurance;
- Health insurance;
- Vision insurance;
- 401K