

# Childcare Program Director

Fairytale DayCare Inc

Rego Park, NY 11374

Program Director

Full-time, Contract

Onsite

\$80,000 - \$82,000 a year\*

\* TBD

Posted on June 18, 2026

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## Organization Statement

Fairytale Daycare Inc. (doing business as Fairytale Schools Inc.) is a legally incorporated private childcare and preschool enterprise operating within the State of New York. The corporation holds ultimate financial, legal, and operational responsibility for the facility.

Ultimate administrative and corporate governance is maintained by the executive ownership, which oversees high-level business strategy, labor compliance, financial health, and long-term regulatory standing with the New York State Office of Children and Family Services (OCFS).

## Job Description

We are seeking a dynamic and passionate Childcare Center Director to lead and inspire our early childhood education community. In this pivotal role, you will oversee daily operations, ensure compliance with licensing standards, and foster a nurturing environment where children thrive. Your leadership will drive program excellence, staff development/engagement, all while maintaining a safe, inclusive, and enriching space for young learners. This position offers an exciting opportunity to shape the future of early childhood education through strategic vision and compassionate management.

## Responsibilities

### Key Responsibilities

- **Daily Operations:** Manage daily center operations including staffing, scheduling, and maintaining a smooth workflow.
- **Portal & System Management:** Actively manage and navigate **NYC DOE portals and online systems** as required for student enrollment, roster tracking, and administrative compliance.
- **Strategic Planning:** Develop and execute strategic initiatives to enhance program quality.
- **Team Management:** Lead the recruitment, training, supervision, and evaluation of staff to ensure high-quality classroom instruction.
- **Collaboration:** Foster a collaborative, inclusive team environment while maintaining high standards of quality care and effective team communication.
- **Curriculum Implementation:** Oversee the implementation of curriculum development that promotes social, emotional, cognitive, and physical growth.
- **Compliance:** Ensure strict adherence to all state and local childcare licensing regulations.

## Qualifications

### Required Certifications & Education:

- **Teachers Certificate** \*REQUIRED\*
- **Master's degree in Early Childhood Education Birth – Grade 2** is \*REQUIRED\*
- Certificates or credentials in **Disabilities or Special Needs / Special Education** are a strong plus.
- **Pediatric CPR and First Aid Certification.**
- Must be familiar with **Article 47 regulations and compliance requirements** of the New York State Office of Children and Family Services (OCFS).
- Classroom experience
- Administrative Experience required.

### **Experience:**

- **Lead Teaching Experience:** A minimum of **two (2) years** of documented, full-time lead teaching experience in a program serving children under six years of age.
- Previous supervisory or leadership experience in a childcare setting.
- Proven experience in education administration with a strong background management.

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

## Application Instructions

Please submit resumes to email: [Fairytale9917@gmail.com](mailto:Fairytale9917@gmail.com) to be reviewed and we will contact you for the next steps.

## Language Requirements

English

## Additional Information

### Systems Knowledge:

- Strong working knowledge of childcare licensing regulations established by the NYS Office of Children and Family Services (OCFS).
- **Must be fully proficient in navigating NYC DOE platforms, websites, and data portals** for programmatic compliance and reporting.

**Core Values:** A deep commitment to providing a safe, inclusive, and nurturing environment for children.