

Founding Preschool Director & Lead Educator

Olivet Academy NYC

New York, NY 10007

Program Director

Full-time

Onsite

\$50,000 - \$55,000 a year

Posted on September 19, 2026

Organization Statement

We are an intimate, Christian preschool located in Tribeca, NYC (Article 43 permitted). Our pedagogy is rooted in play-based learning, nature exploration, living books, and expressive storytelling narration. We strive to nurture wonder, character, and a love for God's creation in young children (ages 3–5).

Job Description

We are seeking a passionate, faith-aligned **Founding Director & Lead Teacher** to co-build this school alongside the Founder, engage with prospective families, design our living-books curriculum, and lead our primary classroom together with a Teaching Assistant (TA).

Responsibilities

Key Responsibilities

1. Co-Leadership & Admissions Outreach (Pre-Opening & Ongoing)

- **Family Engagement:** Partner directly with the Founder to host school tours, meet prospective families, and articulate our Christian faith statement and educational philosophy.
- **Community Building:** Represent the school in the Tribeca and broader Lower Manhattan community to attract and retain founding families.
- **Admissions Vetting:** Assist in evaluating applicant families for alignment with our school handbook, mission, and Christian values.

2. Curriculum & Pedagogical Planning

- **Living Books & Storytelling:** Design and implement a rich, literature-based curriculum centered on living books, outdoor nature study, and child-led oral narration.
- **Faith Integration:** Seamlessly integrate daily prayer, Bible stories, and character development into play-based routines.
- **Classroom Environment:** Prepare a warm, orderly, beautiful, and inspiring classroom environment tailored to young learners.

3. Lead Teaching & Classroom Management

- **Classroom Leadership:** Serve as the Lead Teacher for our inaugural cohort of up to 13 children, working side-by-side with a dedicated Teaching Assistant (TA).
- **Child Assessment:** Observe child development, document growth through storytelling and portfolio work, and conduct regular parent-teacher updates.
- **Classroom Culture:** Maintain a joyful, structured, and loving environment grounded in Christian values.

4. School Operations & Article 43 Compliance

- **Regulatory Compliance:** Maintain compliance with NYC Department of Health and Mental Hygiene (DOHMH) Article 43 health and safety regulations.
- **Staff Supervision:** Mentor and work side-by-side with the Teaching Assistant, establishing team routines and high educational standards.
- **Emergency Preparedness:** Lead safety drills and oversee daily health routines and child supervision standards.

Qualifications

- Minimum 3+ years of early childhood teaching experience in a licensed preschool setting.
- Experience or strong alignment with classical/Charlotte Mason–inspired methods, living books, nature-based education, and narration.
- Experience communicating effectively with high-expectation urban families (Tribeca / Manhattan experience a plus).
- **Certifications:** Current CPR/First Aid certification, training in Child Abuse Identification, and clearing NYC DOHMH background checks/fingerprinting.

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

Application Instructions

To apply, please submit:

1. Your **Resume / CV**
2. A **Cover Letter** describing your personal faith journey, experience with living-books/nature-based education, and vision for early childhood education.
3. Your **Salary Expectations**

Send applications to: preschool20261001@gmail.com

Language Requirements

English

Additional Information

N/A

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