

Job Title: Executive Director

Job Type: Full-Time

Job Description

We are seeking an experienced and dynamic Executive Director of Preschool to lead the daily operations and strategic growth of our preschool and school-age programs. This role is responsible for program quality, regulatory compliance, staff leadership, and fiscal oversight while ensuring a safe, nurturing, and developmentally appropriate learning environment.

Key Responsibilities

- Oversee daily operations of preschool and school-age programs
- Ensure compliance with federal, state, and local licensing regulations
- Supervise, support, and evaluate teaching and administrative staff
- Recruit, hire, and develop early childhood educators
- Manage budgets and financial reporting in collaboration with executive leadership
- Serve as liaison to families, community partners, and governing boards

Qualifications

- Bachelor's degree in Early Childhood Education or related field, + Business Administration credits, or Education Administration
- 5+ years of leadership experience in early childhood education
- Strong knowledge of NJ licensing regulations and program quality standards
- Excellent leadership, communication, and organizational skills

Benefits

- Medical, dental, vision, Life insurance

Salary Range: \$75,000 - \$91,000 Annual (12 months)

Equal Opportunity Employer