



Third Street Music School Preschool

Director

New York, NY

Third Street Music Settlement School

[Third Street Music School Settlement](#) is the nation's longest-running community music school, offering students of all ages, backgrounds and abilities the opportunity to become the best musicians, dancers, singers and composers that they can be. With a mission to provide access to high-quality music education to all people, no matter their financial situation, Third Street is a music school for everyone.

Third Street is much more than an educational institution. It is a true community in which students find a welcoming second home, learn to work in harmony, and form close, lasting friendships. Founded in 1894, Third Street today serves more than 7,000 students through the Music & Dance School, Preschool, and through its Third Street Partners program in public schools. Its total budget is \$10.4M.

Third Street Preschool Director Search



Third Street Music School is seeking an energetic, warm, passionate, and forward-thinking leader with excellent interpersonal, problem-solving and communication skills to oversee the Third Street Preschool and Early Childhood Programs, including a six-week summer camp. The Preschool's progressive philosophy respects the development and unique gifts of the youngest learners. With approximately 65 students ranging from 18 months to nearly five years, the Preschool is led

by the Director, a small team of administrators and a faculty of 15 educators, with an operating budget of \$1.7M. The Director is responsible for all facets of the daily operation of the school, which include supporting and mentoring faculty, engaging with students, building relationships with families, building enrollment, overseeing finances and facilities, and inspiring the best teaching in a creative, play-based curriculum. The Preschool Director reports to the Executive Director of Third Street Music School. This is a twelve-month leadership position.

Mission

The mission of [Third Street Preschool](#) is to deepen young children's curiosity about their world and to equip them with the tools to explore it. Preschoolers are encouraged to grow as creative thinkers and smart problem solvers, as risk takers with ever-changing interests, as imaginative playmates, and as caring classmates.



The preschool serves children of diverse backgrounds who can learn about their world through play, the arts, nature and active, hands-on exploration. Third Street's progressive program provides young children with a warm, responsive and exciting learning environment. Preschoolers grow as fast thinkers and doers, as classmates and friends, and as curious and adventurous learners.

Children at Third Street Preschool enjoy extensive artistic opportunities during their school experience. With Third Street Music School as its home, the preschool integrates music, visual art, movement, and instrument introductions within a hands-on, child-centered curriculum. Regular participation in the arts sparks children's imaginations and intellectual growth.

Third Street Preschool at a Glance

Facts and Figures

Founded: 1974

Enrollment 2023-24: 65 full and half day students

Students of color: 30%

Employees: 20 full and part time

Average tenure of Faculty: 5 years

Faculty with or working towards advanced degrees: All lead teachers

Facilities: 8,500 square feet

Operating Budget: \$1.7M

Tuition: \$11,400 to \$33,000

Financial Aid: \$120,000

On the Web: [Third Street Preschool](#)



Opportunities and Challenges Awaiting the Next Director

Third Street Preschool's next Director will join a community of passionate and skillful early childhood educators with unmatched respect for and understanding of children. This is an opportunity to lead a strong team and build on the 130-year history of Third Street's impact on its Downtown community.

Third Street Preschool is stable and poised for growth. The new Director will lead in visioning and strategy as a hands-on manager and will be expected to bring a deep focus on recruitment, outreach, and marketing to increase enrollment and growth.

Third Street's commitment to diversity embraces a collegial community in which faculty and staff of every racial identity feel a sense of belonging and feel supported and valued in their work; thus, DEI work is an important priority for the Director, including recruiting diverse teachers and families.

Committed to the mission of Third Street Preschool and comfortable as the chief marketing officer for the school, the Director will tell the story of this warm and magical place and build strong relationships with current and prospective families.

Because Third Street Preschool shares space with the Music School, the preschool Director needs to be a collaborative and flexible team player. The synergy of the shared flexible arts spaces is a special gift to Third Street preschoolers, and there is an opportunity to enhance the collaboration between the music and arts program and the preschool curriculum.



Key Responsibilities

Enrollment

The Director is the chief ambassador of the school and actively works to promote Third Street Preschool to prospective families, attract diverse families, and increase enrollment.

Communication

The Director should be a highly skilled communicator, proactively and articulately communicating with parents, faculty, leadership, and colleagues.



Exmissions

The Director leads the exmissions process, guiding families as they choose the next steps for their children. To do this work, the Director should be familiar with New York independent, parochial, and public schools and be excited to strengthen those relationships.

Curriculum

The Director oversees the curriculum and programming of early childhood education, ensuring a strong play-based, progressive learning environment and blending inspirational engagement with music and art.

Faculty Recruitment and Retention

Teachers are the heart and soul of Third Street Preschool. The Director recruits and hires teachers who are aligned with the school's philosophy and who have strong backgrounds and experience in early childhood education. In addition, the Director will develop and lead the onboarding process for new teachers. Finally, the Director will work to support and coach current teachers so that they are set up for long-term success at the school.

Parent Mentoring and Guidance

Parent education and mentoring are of paramount importance. The Director will build on established relationships with families as well as develop new relationships, guiding and mentoring parents through the early years of their children's growth.

Finances

The Director collaborates with senior leadership in the oversight and management of a \$1.7 million budget.

Location

Third Street Music School Settlement occupies 22,000 square feet of space at 235 East 11th Street. The preschool classrooms are spacious and light, and there are indoor and outdoor play areas and a learning garden. Music often drifts from the doors and windows of the performance spaces and classrooms.

Desired Qualifications and Qualities

Professional Qualifications and Experience

- M. Ed in Early Childhood Education.
- Certified NYS teaching license.
- Must have a minimum of two years of experience as preschool lead teacher.
- Proven track record as administrator and leader.
- A strong background in early childhood education and child development.
- Expertise in evaluating, coaching, and mentoring faculty and guiding professional growth.
- A skilled and responsive manager of programs, people, and schedules.
- Experience in and commitment to fostering a diverse, equitable, and inclusive school community.
- Ability to recruit and retain talented and dedicated teachers.
- Experience in building relationships with other schools and school leaders in New York City schools.

Skills and Competencies

- Strong, empathic listening skills.
- Superb communication skills, including excellent written, verbal, and presentation skills.
- Demonstrated ability to be the public face of the school.
- A team player and consensus builder with a warm, positive, collaborative nature.
- A fine-tuned sense of humor.
- A presence that inspires confidence, including facility in giving and receiving feedback and balancing the broad range of needs and demands of multiple constituencies.
- Boundless joy for working with young children.
- Excellent problem-resolution skills and a willingness to engage in difficult conversations.
- Highly organized with excellent technology skills and comfort in learning new tools.



Benefits and Compensation

Anticipated salary range: \$140-160K with a strong benefits package.

Application Requirements and Search Process

DRG is conducting this search on behalf of Third Street Music School Preschool. Interested

candidates should submit, as soon as possible, materials that include the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- A statement of educational leadership philosophy.
- An additional writing sample of your choice (newsletter, talk, article, etc.).
- A list of three references (references will not be contacted until the finalist stage of the search).

Application Deadline: Candidates should apply as soon as possible and no later than Thursday, August 1.

Start date: An announcement is anticipated in September with some flexibility.

This position description is based upon material provided by Third Street Music School Settlement, an equal opportunity employer. The Third Street Preschool School Director search committee is excited to meet seasoned and inspiring educational leaders with diverse backgrounds.

To apply for this position, please click [HERE](#).

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