



Childcare Director

Commission on Economic Opportunity (CEO)

Hoosick Falls , NY

Program Director

Posted on January 13, 2021

Job Description

Location: Hoosick Falls, NY

Benefits: Yes

Hours per week: 37.5

Salary: \$22/hour

The Early Childhood Services Program at CEO is viewed as an investment in our community's youngest residents. Through our Early Head Start/Head Start Program we work with children age 6 weeks to Kindergarten, and strive to prepare them for school by offering safe and enjoyable education program which incorporates learning and social/emotional skill development. Children enrolled in our program learn the "Kindergarten readiness" skills they need to do well in school.

CEO is seeking a highly committed and energetic individual to provide leadership and oversight of our Early Head Start/Head Start Center in Hoosick Falls and a Universal Pre-K classroom located in the Hoosick Falls Elementary School. The Center Manager will be responsible for the curriculum, enrollment, parent and school relations, facility maintenance efforts, risk management, licensing compliance of 5 classrooms and the supervision of staff members. This position is 37.5 hours per week, Monday through Friday and follows a year round program schedule.

Responsibilities

More specifically the candidate will:

- Implement and enforce all Department policies, procedures and regulations as they pertain to the Head Start Child Outcome Framework and Performance Standards, Day Care licensing and Child and Adult Care Food Program (CACFP) Program requirements
- Actively participate in the NYS OCFS Day Care Licensing Renewal Process
- Supervise, direct and evaluate the performance of all assigned staff in compliance with all agency and personnel policies and procedures and OCFS regulations
- Ensure the collection, review, accuracy and submission of all required paperwork, and reports to include time sheets, purchase orders, in-kind and enrollment following CEO policies and procedures
- Maintain effective collaboration with partners, such as Capital District Beginnings
- Coordinate substitutes, volunteers, student teachers, interns, service providers in classrooms following agency and department policies and procedures

Qualifications

Qualifications: Minimum of 1 year prior teaching experience and 1+ years of management experience in a childcare facility, Bachelor's degree in Early Childhood or related field required, as well as knowledge of Daycare Licensing regulations and a valid and clean driver's license.

Preferred Qualifications: In addition to the above, Early Childhood teaching certification and 3-5 years' experience in a leadership role with management level responsibilities and prior experience in a Head Start Program.

Application Instructions

Please apply via this link, <https://www.ceoempowers.org/about/join-us/>. Should you have any questions and/or need assistance please reach out to Veronica Gomez at, 518-272-6012, ext. 301. Thank you!

Additional Information

Check out our benefit package! CEO offers:

- Medical, dental, vision
- Free access to a Telemedicine provider
- Paid Time Off
- Professional development during work hours

- Consideration for Public Service Loan Forgiveness Programs
- Employee Assistance Program (EAP)

Pre-Employment Requirement: Please note that applicants for this position will be required to complete standard background clearances, which include fingerprints, New York State Child Abuse clearances, a physical, TB Test, a Motor Vehicle Report (MVR) search and a pre-employment drug screen.

EOE/AA