

Early Childhood Center Director

St. Francis Early Childhood Center

Tonawanda, NY

Program Director

Posted on May 2, 2022

Job Description

The Director is responsible for all students and staff who are part of the Early Childhood Center Family. This includes children ages 3 and 4 who attend the Center half or full day, as well as students grades K-3 from the City of Tonawanda School District who attend the before and after school program. Hours are from 7-3:30pm Monday through Friday during the school year, with summer hours as needed to properly prepare for events and the upcoming school year.

Responsibilities

Advertise, Recruit, and Process Enrollments

- Ensure the organization is in full compliance with all licensing and safety regulations
- Plan the yearly calendar/schedule and curriculum for the Early Childhood Center
- Effectively manage the staff of the Early Childhood Center
- Communicate with families

Superior Organization

- Attention to Detail
- Comfortable and Effective in a Leadership Role
- Highly Effective Communication Skills
- Excellent Crisis Management
- Creative Problem Solving

Qualifications

- Bachelor's Degree with 1 year teaching and 1 year supervisory experience in an Early Childhood Setting OR
- Associates Degree with 2 years teaching and 2 years supervisory experience in an Early

Childhood Setting

Application Instructions

All interested parties please send resume and other information to
babcock@stfrancistonawanda.org

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