

# Child Care Center Director Swan St Site

Mary Malandrino

Albany, NY

Program Director

Full-time

Onsite

\$55,000 - \$70,000 a year\*

\* Depending on qualifications and experience

Posted on August 25, 2023

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## Organization Statement

Children's Place at the Plaza is a licensed childcare center that has 3 locations one at Swan Street, in the annex of the State Education Building, and Crystal Room which is the center of the Plaza. Swan Street and State Ed service families with children ages 6 weeks-5 years. While the Crystal Room services our EPK/UPK 3-5 year old program. Each location has a director on site to ensure a smooth running of daily operations. We work with OCFS to ensure our licensing are in compliance with state regulations.

## Job Description

Responsible for the overall operation of the Center including on-going daily administration and supervision of the program, staff, curriculum, and services in accordance with the New York State Office of Children and Family Services (OCFS) rules and regulations, and policies of the Board of Directors of the Center. Under the direction of the Board of Directors, the Director is responsible for the overall operation of the Center including on-going daily administration and supervision of the program, staff, finances, curriculum, and services in accordance with the New York State Office of Children and Family Services (OCFS) rules and regulations, and policies of the Center Board of Directors. The Director will report to the Board of Directors and will be responsible for implementing all policies created by the Board.

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## Responsibilities

**Fiscal Management:** The Director is responsible for ensuring that fiscal policies and procedures, established by the Board of Directors, managed appropriately. The Director will

oversee and ensure the proper maintenance of the Centers financial records, accounts and reports, which include but are not limited to, grants, fundraising, tuition payments, disbursements and employee payroll and benefit records.

**Personnel Management:**The Director retains the overall responsibility for staff recruitment, orientation, development, performance evaluations, and coaching. The Director may delegate specific tasks to Assistant Directors but is ultimately responsible to ensure that Board policies and procedures related to personnel management are carried out.

**Program Administration:** The Director is responsible for creating a developmentally appropriate environment, consistent with the goals of the Board of Directors, that is warm, nurturing, and meets the emotional, physical, intellectual, and social needs of the children enrolled. The Director will keep the Board apprised of any perceived inadequacies in the program and of any new regulations or licensing requirements that impact the Center programs.

**Operations Administration:** The Director is responsible for administrative functions associated with the quality and continued licensure of the Center, as well as any reporting procedures required by funding agencies.

**Parent and Community Relations:** The Director maintains an environment where parents feel well informed and welcomed as observers and contributors to the Center programs.

**Board of Directors:** The Director will report to the Board of Directors and will be responsible for implementing all policies created by the Board.

## Qualifications

The minimum requirements include a B.A. in Early Childhood Education or related field . The preferred candidate will hold a master's degree in Early Childhood Education or related field with minimum of 3 years teaching experience and 3-5 years supervisory experience. All candidates must meet qualifications set out by OCFS licensing regulation 418-1.13.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

If interested please submit your resume to [vicki@cpatheplaza.org](mailto:vicki@cpatheplaza.org).