

# Center Director

Harbor Child Care

New Hyde Park, NY

Program Director

Full-time

Onsite

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

Posted on January 11, 2024

## Organization Statement

Recognizing the need for safe and reliable child care for numerous families throughout Long Island, that home grew to [five centers across Nassau County](#). We are now one of the largest not-for-profit organizations dedicated to full-day child care, early childhood, and school-age education on Long Island. We have grown from our original eight children to approximately serving 1,000 children Monday through Friday year-round in our five centers. We believe over 20,000 children have benefitted from an enriched educational environment and loving and skilled teachers.

We have expanded our scope beyond [early childhood education](#) to include [school-age education](#) through our before and after-school programming.

## Job Description

Under the supervision of the Executive Director, the Center Director is responsible for the day-to-day operation and overall function of the center. The Center Director will work within the framework of Harbor Child Care, carrying out its functions, policies, and procedures.

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## Responsibilities

### ESSENTIAL FUNCTIONS:

1. Maintains full enrollment at the Center.

2. Keeps the center and staff in compliance with the regulations governing childcare as set forth by the New York State Office of Children and Family Services.
3. Maintains the high standards set forth by the National Association for the Education of Young Children.
4. Supervises and trains staff to implement The Creative Curriculum.
5. Encourages and supports an Anti-Bias Curriculum.
6. Builds a sense of community among children, staff, and families.
7. Serves as a supervisor, resource person, and consultant to other staff.
8. Attends administrative meetings and marketing functions.

### **Staff Supervision**

1. Supervises assistant center directors, teaching staff, receptionists, therapists, volunteers, and medical personnel.
2. Directly supervises the school age/summer camp program and administrators.
3. Partners with the Herricks School District to provide Universal Pre-K.
4. Ensures staff compliance with medical office personnel directives in lieu of the nurse and the coordinator of health services.
5. Works with the coordinator of food services on hiring and supervision of food services personnel.
6. Works with the director of human resources on staffing needs.
7. Supervises assistant center directors in tasks such as classroom orientation, parent concerns, and teacher concerns.
8. Oversees preparation of payroll reports and submits them to the business office.
9. Maintains proper child/teacher staffing ratios.
10. Conducts weekly staff meetings and training.
11. In collaboration with the assistant center director, ensure effective parent/teacher conferences.
12. Executes disciplinary action for staff when necessary and oversees the termination process when applicable.

### **Registration and enrollment**

1. Oversees Receptionist in handling telephone inquiries and scheduling meetings with prospective families as well as coordinating registration process.

2. Coordinates class placement of new children.
3. Submits weekly enrollment reports to the CFO.
4. Facilitates orientation of new families into the program along with the assistant center director.
5. Acts as a resource for parents regarding issues such as children with special needs, behavior concerns as well as other services.

### **Building Management**

1. Supervises the maintenance needs of the Center, ensuring compliance with NYSOCFS and NAEYC standards.
2. Submits weekly maintenance needs list to the coordinator of facilities.
3. In collaboration with the business director, order supplies are needed to maintain the building.

### **Kitchen**

1. Along with the coordinator of food services, monitor kitchen compliance.

### **Communications**

1. Oversees and updates parent information bulletin board.
  1. Facilitates parent groups.
  2. Attends community meetings at the market center.
  3. Maintains open communication with parents, teachers, and key community stakeholders.

### **Fundraising**

1. Coordinates and participates in school fundraising events.
2. Supports and administers Harbor-wide philanthropic endeavors.

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Be available to care for children in an emergency or an unusual number of teacher absences.Â  
Perform any other reasonable duty as needed for the cohesive operation of the Center.

### **Qualifications**

#### **Minimum Qualifications**

<b>Education</b>	Â	<b>Experience</b>
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Bachelor's degree including, or in addition to, 12 credits in Early Childhood, Child Development or related field	AND	<p>One year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program</p> <p>AND</p> <p>one year of experience supervising staff in a child care program or a related field of work</p>
OR	Â	Â
New York State Children's Program Administrator Credential	AND	<p>One year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program</p> <p>AND</p> <p>one year of experience supervising staff in a child care program or related field of work</p>
OR	Â	Â
<p>Associate's degree in Early Childhood or related field with a plan of study leading to:</p> <ul style="list-style-type: none"> <li>• a Bachelor's degree; or</li> <li>• a New York State Program Administration credential</li> </ul>	AND	<p>Two years full-time teaching experience in a child day care center, family or group family day care home, or other early childhood program</p> <p>AND</p> <p>Two years of experience supervising staff in a child care program or related field of work</p>
OR	Â	Â

Child Development Associate credential with a plan of study leading to <ul style="list-style-type: none"> <li>• a Bachelor's degree; or</li> <li>• a New York State Children's Program Administrator Credential</li> </ul>	AND	Two years full-time teaching experience in a child day care center, family or group family day care home, or other early childhood program AND Two years of experience supervising staff in a child care program or related field of work
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- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

To apply for this position please submit your application via the Harbor Child Care website at <https://harborchildcare.org/about-us/careers/>