

# Center Director

Holy Cross Head Start

Buffalo, NY

Other

Full-time

Onsite

\$50,000 - \$54,000 a year

Posted on October 24, 2024

## Organization Statement

Federally funded preschool program

## Job Description

- Solely responsible for the management and supervision of six center-based staff, 40 children and day-to-day operations of two classrooms within a community building
- Maintain compliance with Head Start Performance Standards and Office of Children and Family Child Care licensing requirements
- Work collaboratively with Holy Cross Management Team, community members, staff and parents
- Able to work diplomatically while making hard decisions that benefit the agency
- Recruit, hire and train center staff as well as mentor, observe and coach teaching teams
- Possess dynamic leadership qualities, effective people management skills and professional maturity
- Able to present to small and large groups
- Accountable for the recruitment and enrollment of children throughout the center, including case management responsibilities
- Maintain confidentiality

## Responsibilities

same as above

## Qualifications

### QUALIFICATIONS:

- Master's degree preferred or Bachelor's degree in Early Childhood Education or Human Service field. Early Childhood Certification and a minimum 2 years teaching required.
- 1 year supervisory and administrative/management experience required, preferably in a child development center.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

apply at [www.holycrossheadstart.org](http://www.holycrossheadstart.org)