

Early Learning Center Director/Lead Teacher

Healthy Kids Extended Day Programs Inc.

Waterloo, NY

Program Director

Part-time

Onsite

\$17.00 - \$20.00 an hour

Posted on November 12, 2024

Organization Statement

WHO WE ARE: Healthy Kids is not just another childcare provider. We are Inc. 5,000's fastest-growing provider of Early Learning, Before and After School, and Summer Camp Programs with over 100 locations and growing. We are a certified benefit corporation on a mission to reinvent accessible and affordable childcare for today's families and create opportunities for our team to do what they love (and feel valued while doing it). Join our award-winning community and dive into a world of excitement, growth, and endless possibilities. Check out what it's like to work with us at <https://www.healthykidsprograms.com/workwithus>.

Job Description

PAY: \$17-\$20 per hour

SCHEDULE: TBD, Center is open 6:30am - 6:30pm

JOB STATUS: Part-time, non-exempt

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RESPONSIBILITIES OVERVIEW:

Curriculum Support: Collaborate closely with the teaching team to ensure the effective implementation of our curriculum, fostering an enriching learning environment for our young learners.

Administrative Duties: Take charge of administrative tasks such as planning, organizing, and implementing childcare services. Exercise independent judgment and decision-making authority in areas such as budgeting, policy adherence, and staff training and supervision.

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DIRECTOR RESPONSIBILITIES:

- **Community Engagement:** Work alongside the marketing team to promote our center through open houses, events, and community outreach efforts, aiming to boost enrollment and meet local needs.
- **Licensing Compliance:** Manage operations in compliance with Office of Children and Family Service Day Care regulations, establishing a positive rapport with local OCFS licensors.
- **Record-Keeping:** Maintain comprehensive student records in accordance with OCFS requirements, ensuring accuracy and adherence to regulations.
- **Facility Management:** Oversee the physical space, including procurement of supplies and developmentally appropriate equipment, adhering to ECERs guidelines.
- **Staffing:** Handle all aspects of staffing, from recruitment to training, ensuring a team of highly qualified individuals dedicated to providing top-notch care and service.
- **Communication and Collaboration:** Utilize HR and Registration platforms effectively to facilitate smooth operations. Foster open communication with staff, parents, and caregivers, providing resources and support as needed.
- **Program Enhancement:** Become proficient in ECERs, Creative Curriculum, and CLASS observations, integrating these tools into daily operations to enhance program quality.
- **Parent Engagement:** Schedule and conduct parent-teacher conferences biannually, offering guidance to staff and support to parents as required.

LEAD TEACHER JOB CONSISTS OF:

- **Crafting Adventures:** Develop and execute weekly plans, infusing age-appropriate lessons using the Creative Curriculum to ignite children's development across all domains.
- **Building Bonds:** Foster positive adult/child interactions using the CLASS method, ensuring every child feels seen, heard, and valued.
- **Safety First:** Guarantee the well-being of all children under your care, implementing standards outlined in ECERS/ITERS to maintain a safe and nurturing environment.
- **Keeping Connected:** Maintain open channels of communication with parents/caregivers via the Brightwheel App, email, and face-to-face meetings, because collaboration is key!
- **Tracking Progress:** Conduct ongoing developmental evaluations of children and organize regular parent conferences to discuss their growth, needs, and interests.
- **Smooth Transitions:** Guide families through the transitions from toddler to preschool and from preschool to kindergarten, ensuring every child feels supported every step of the way.

- **Team Support:** Keep Assistants in the loop with all classroom and program updates, providing training and guidance as needed to ensure everyone is on the same page.
- **Continuous Learning:** Dive into ongoing in-service and educational opportunities provided by Healthy Kids, because we believe in investing in your growth and development every step of the way.

Qualifications

Requirements

EDUCATION AND EXPERIENCE:

To be qualified as a Director, a person must possess either:

- A bachelor's degree, including or in addition to 12 credits in early childhood, child development, or a related field; one year of full-time teaching experience in a child care center, family or group family day care home, or another early childhood program; and one year of experience supervising staff in a child care program or a related field of work;

or

- A New York State children's program administrator credential; one year of full-time teaching experience in a child care center, family or group family day care home, or another early childhood program; and one year of experience supervising staff in a child care program or a related field of work;

or

- An associate's degree in early childhood or related field, with a plan of study leading to a bachelor's degree or a New York State children's program administrator credential; two years of full-time teaching experience in a child care center, family or group family day care home or another early childhood program; and two years of experience supervising staff in a child care program or a related field of work;

or

- A child development associate credential or another office-recognized credential, with a plan of study leading to a bachelor's degree or a New York State children's program administrator credential; two years of full-time teaching experience in a child care center, family or group family day care home or another early childhood program; and two years of experience supervising staff in a child care program or a related field of work.

QUALIFICATIONS:

- Get ready to ace a background check, including fingerprinting, references, SEL & SCR through NYS Office of Children and Family Services.
- You've got the green light from your doctor - medically fit to rock all the job duties and free of any communicable diseases including TB.
- You're warm, friendly, and upbeat. Exceptional people skills are your jam, whether it's with young children, parents, or fellow team members. Plus, you're professional, reliable, and always prompt.
- You're able to lead and motivate a team and have a commitment to providing quality childcare.
- You're ready to bend, stretch, lift, carry (up to 50 lbs.), and basically do whatever it takes to keep up with young children!
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

To apply for the Early Learning Center Director/Lead Teacher position, please visit the following link: <https://recruiting.paylocity.com/recruiting/jobs/Details/2886949/HEALTHY-KIDS-EXTENDED-DAY-PROGRAM-INC/Early-Learning-Center-DirectorLead-Teacher>. You will then have a chance to schedule a chat with the hiring manager, who can best fill you in on the position!

Additional Information

PART-TIME PERKS:

- **On-Demand Pay:** Because why wait for payday when you can have your money when you need it?
- **Telehealth Benefits:** Stay healthy and happy with access to virtual care
- **401(k) for eligible employees PLUS a 1% employer match:** Yep, we're serious about your future too!
- **Paid Sick Time Off:** Because everyone needs a break sometimes.
- **Career Development:** Level up your skills and expertise on us!
- **Growth Opportunities:** We're growing and we need people to grow with us!

- **AFLAC Supplemental Plans:** Because we believe in going above and beyond to take care of our team.
- **Did we mention certain applicants qualify for tuition assistance?** Reach out to us for all the details!

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Healthy Kids is dedicated to creating a workforce that promotes and supports diversity and inclusion. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Healthy Kids Programs makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, visit: healthykidsprograms.com