

Childcare Director

Middletown Day Nursery

Middletown, NY

Program Director

Full-time

Onsite

\$60,000 - \$65,000 a year

Posted on January 16, 2025

Organization Statement

The Middletown Day Nursery, established in 1912 is a non-profit day care center licensed for 75 children ages 6 weeks through 10 years old. We are funded through parent tuition, contributions, fundraisers, and CACFP food reimbursement. Our operating hours are 6:30 am-6:15 pm Monday-Friday, year-round. We close for 11 major holidays. We accept children full-time, part-time, or hourly, and serve two meals and one snack daily.

We offer enrolled children an educational program with an emphasis on emotional, social, physical, and cognitive development. Newsletters and lesson plans describing the planned activities for the month and curriculum areas to be covered for each age group are distributed to parents. Assessments are conducted bi-yearly with information shared at parent conferences.

Job Description

In the position of childcare Director, we are looking for a committed individual to manage our day-to-day operations and establish and sustain a positive learning environment for our children. You will oversee the coordination of education programs that comply with local and federal regulations, ensure that the facilities are maintained, manage and support a complement of childcare staff, and manage the center's financial affairs. The successful candidate will have demonstrable experience in managing all aspects of a childcare center or other childcare facility, as well as strong leadership skills. Candidate should display a friendly demeanor, love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood development experience is a plus.

Responsibilities

- Ensure a safe, happy, and stimulating environment for children.

- Manage and coordinate curriculum with staff that comply with state and federal requirements.
- Ensure that the Center facilities are safe for children and comply with laws and regulations.
- Evaluate and purchase materials, equipment, and supplies.
- Manage and support teaching staff and promote their professional development
- Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements.
- Complete ongoing training and courses to remain up-to-date on childcare standards and procedures.
- Communicate and meet with parents regarding their children and the center's policies.
- Manage and oversee the budget and accounts and ensure that the center remains solvent.
- Develop and facilitate a marketing and communications plan.
- Attending monthly Board of Directors meetings and submitting a monthly report on center activities keeping the members current.
- Implement the policies and procedures established by the Board of Directors.

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Qualifications

- Bachelor's degree in a related field
- Early Education experience preferred.
- Maintain a close working relationship with the center bookkeeper.
- Comply with local, state, and federal laws governing childcare.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic always.
- Being bilingual is a plus
- The candidate is subject to a background check and fingerprinting.
- Valid NYS teacher certification in either Early Childhood Education (Birth-Grade 2) or Childhood Education (N- Grade 6)
- Minimum 2 years of supervisory experience
- **Minimum Education Level:** NYS Teacher Certification
- **Preferred Education Level:** Master's Degree

Application Instructions

- Address- 66 East Main St Middletown NY 10940
- Phone #- (845) 343-1444
- Email- MDN@frontiernet.net

Please submit your resume by email

Additional Information

- Paid sick time
- Paid holidays
- Paid vacation
- Paid personal time
- Medical, dental, and vision coverage