

# Childcare Director

The Neighborhood Center

Utica, NY

Program Director

Full-time

Onsite

\$24.00 - \$24.00 an hour

Posted on March 6, 2025

## Organization Statement

At The Neighborhood Center, Inc, we are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

We believe that diversity, equity, and inclusion are essential to the success of our organization and are dedicated to creating a workplace that welcomes and values all individuals. We strive to create a culture that fosters respect, openness, and understanding, and we encourage people from all backgrounds to apply for open positions.

Our commitment to equal opportunity employment applies to all aspects of employment, including recruitment, hiring, promotion, transfer, compensation, benefits, training, and termination. We are committed to creating a work environment that is free from discrimination, harassment, and retaliation, and we expect all employees to share in this commitment.

*If you are passionate about our mission and believe that you would be a good fit for our organization, we encourage you to apply for any open positions that match your qualifications and experience. We look forward to reviewing your application and getting to know you better.*

## Job Description

Â Under the direction his/her/their immediate supervisor, the Child Care Site Director supervises the overall planning, implementation and evaluation of the child care site program.

## Responsibilities

- Responsible for the overall supervision and planning, execution and evaluation of the child care site program including curriculum and activities

- Site enforcement of the child care standards and regulations of the State of New York, the City of Utica and any other accrediting agencies. Works with the Division Director as necessary to maintain and renew the child care licenses
- Responsible for the upkeep of child care records, including individual files
- Responsible for the recruitment of children and conducts enrollment interviews for the child care site
- Establishes and reviews fee for service scales at least annually, in consultation with the Division Director. Sets fees with parents and guardians. Assists in the timely collection of fees for service
- Plans and implements, in consultation with the Division Director, a strong parent involvement program including, but not limited to, newsletters, conferences, home visits, support groups, educational events and family recreational activities
- Responsible to refer individuals and families whose needs are not met within the scope of the child care program to appropriate internal or community services
- Maintains a child care environment that is safe, healthy, enriching, orderly and appealing
- Reports to the Division Director the need for supplies and materials as well as any repair and equipment needs
- Coordinates and supervises any volunteer or student intern programs
- Participates actively in professional organizations and networking groups to promote quality service to children and families
- Represents and interprets the agency and its mission to supporting and interested groups, as assigned
- Recommends to the Executive Director, in consultation with the Division Director, applicants for hire, staff for additional assignments or promotion or termination
- Completes and conducts staff performance appraisals as per agency policy
- Coordinates and conducts staff conferences and group meetings
- Coordinates and oversees that staff training requirements are met as per mandates of funding, licensing and regulatory offices
- Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time and prepared to start working.
- Maintains self in professional manner at all times and adheres to The Neighborhood Center policy, procedures and Agency Mission Statement.
- Performs other duties as requested by agency administration.

## REQUIRED QUALIFICATIONS:

- Strong experience working with infants and/or children in a child care setting
- Previous experience with the effective supervision of staff
- Knowledge of the child care standards and regulations of the State of New York, the City of Utica and any other accrediting agencies. Works with the Division Director as necessary to maintain the child care licenses
- Understanding of individual and family dynamics and referral processes
- Knowledge of agency and community resources
- Ability to establish and maintain professional relationships
- Ability to prepare accurate and timely reports and records
- Ability to oversee the planning and implementation of a daily program which enhances the social, emotional, cognitive and physical development of children.
- Thorough knowledge of child development.

## Qualifications

- **Bachelor's Degree including, or in addition to, 12 credits in Early Childhood, Child Development or related field AND\* one year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND\* one year of experience supervising staff in a child care program or a related field of work\***
- **OR**
- **New York State Children's Program Administrator Credential AND\* one year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND\* one year of experience supervising staff in a child care program or related field of work\***

## OR

- **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 Program Administrator credential 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\***

## OR

- **Child Development Associate Credential or other Office-recognized credential with a plan of study leading to a Bachelor's Degree or a New York State Children's Program Administrator Credential\_ 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\*
- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

<https://www.neighborhoodctr.org/>

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<https://employers.indeed.com/jobs/view?employerJobId=aXJpOi8vYXBpcy5pbmRlZWQuY29tL0VtcGxveWVySm9iLzJjMTQ1ZmQwLWRiODctNDkzNi04ZTRmLTJjYTEyNWl4NTYwYQ%3D%3D&from=>

## Additional Information

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