

Daycare Center Director

NeoVista Equities

Albany, NY

Group Family Day Care Owner/Director

Full-time

Onsite

\$75,000 - \$85,000 a year

Posted on April 21, 2025

Organization Statement

NeoVista Equities is a company that is opening two dynamic daycare centers in Albany NY. We will provide high quality daycare for parents throughout the capital region.Â

Job Description

We are looking for a Director who canÂ

- Â· Provide day-to-day leadership and supervision to all staff members.
- Â· Ensure smooth and compliant operations aligned with NYS childcare licensing requirements.
- Â· Develop and implement center-wide policies and procedures.
- Â· Manage enrollment, waitlists, and parent communications professionally.

Responsibilities

Leadership & Operations

- Â· Provide day-to-day leadership and supervision to all staff members.
- Â· Ensure smooth and compliant operations aligned with NYS childcare licensing requirements.
- Â· Develop and implement center-wide policies and procedures.
- Â· Manage enrollment, waitlists, and parent communications professionally.
- Â· Health, Safety & Emergency Preparedness
- Â· Establish, monitor, and enforce all health and safety protocols.
- Â· Lead regular emergency drills (fire, lockdown, etc.).

- Ensure all staff are trained in First Aid, CPR, and emergency response.
- Respond promptly and effectively to any on-site emergencies.
- Curriculum & Program Oversight
 - Oversee implementation of age-appropriate, developmentally sound curriculum.
 - Support teachers in delivering creative, engaging, and effective learning experiences.
 - Monitor classroom environments to ensure high-quality care and education.
- Quality Assurance & Improvement
 - Conduct regular evaluations of staff, programs, and center operations.
 - Identify areas for improvement and lead quality enhancement initiatives.
 - Maintain accreditation and licensing standards; prepare for inspections and audits.
- Finance & Administration
 - Manage the center's budget, including tuition revenue, payroll, and expenses.
 - Work with owners or the board on financial planning and growth strategies.
- Community Engagement & Family Relationships
 - Foster positive relationships with parents and guardians.
 - Promote family engagement and community involvement.
 - Represent the center at local events, licensing meetings, and community gatherings.

Qualifications

Bachelor's degree in Early Childhood Education, Child Development, or related field (Master's preferred). • 3+ years in early childhood education with at least 2 years in a leadership role. • Strong understanding of NYS OCFS regulations and child development principles. • Demonstrated ability to manage staff, budgets, and operations. • CPR and First Aid Certification (or willingness to obtain). • Strong interpersonal, leadership, and problem-solving skills. • Passion for early childhood education and a commitment to excellence.

- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Flerida Santana, Regional Director, NeoVista Equities

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