

# Daycare Center Director

NeoVista Equities

Albany, NY

Group Family Day Care Owner/Director

Full-time

Onsite

\$65,000 - \$75,000 a year

Posted on April 23, 2025

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## Organization Statement

NeoVista Daycare is a new company seeking a Daycare Director. Our website is [neovistaequities.com](http://neovistaequities.com). We are excited to cater to the needs of the residents of Albany New York and the surrounding areas.

## Job Description

We are seeking an experienced, licensed, and visionary Daycare Director to lead our early childhood education center in Albany, NY. The Director will oversee daily operations, ensure full compliance with New York State Office of Children and Family Services (OCFS) regulations, manage staff and budgets, and foster a warm, inclusive environment for children, families, and educators. This role requires a balance of administrative leadership, staff supervision, and a passion for quality early learning.

## Responsibilities

- Oversee all aspects of daily operations for the daycare center, ensuring a safe, nurturing, and developmentally appropriate environment for children.
- Ensure full compliance with NYS OCFS licensing regulations, safety standards, and internal policies.
- Hire, train, schedule, and supervise teachers and support staff; provide ongoing performance evaluations and professional development.
- Build strong relationships with parents and families; handle questions, concerns, and communications professionally and promptly.

- Manage the centers budget, enrollment goals, payroll, and supplies in coordination with ownership or senior leadership.
- Maintain accurate records, including attendance, incident reports, child assessments, and employee documentation.
- Lead program development, curriculum implementation, and center-wide events and initiatives.
- Conduct regular safety drills, inspections, and quality audits to ensure a high standard of care.
- Serve as a liaison with regulatory agencies, community partners, and vendors.

## Qualifications

- Must meet NYS OCFS qualifications for a **Child Care Center Director**, including:
  - A Bachelor's Degree in Early Childhood Education, Child Development, or related field
  - At least two years of experience supervising staff in a licensed childcare setting
- Valid New York State licensure/certification relevant to early childhood education (as required)
- Strong leadership, communication, and organizational skills
- Working knowledge of OCFS regulations and child development best practices
- CPR and First Aid certification (or willingness to obtain)
- Proficient in administrative tools, including enrollment software, budgeting, and Microsoft Office
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

Interested candidates should submit a resume, cover letter, and proof of qualifications/licensure to [Career@neovistaequities.com](mailto:Career@neovistaequities.com). We are looking for someone who is not only a skilled administrator but a passionate advocate for early childhood education.