

Center Manager

CEO-Commission On Economic Opportunity

Troy, NY 12180

Program Director

Full-time

Onsite

\$26.00 - \$29.00 an hour

Posted on August 15, 2025

Organization Statement

CEO is a Community Action Agency that's committed to making a positive impact by supporting our customers, colleagues and community. We're looking for individuals to join our agency that support and believe in our Values of: Helping Others, Respect, Accountability, Innovation & Teamwork. CEO's many programs offer a broad range of services to meet the needs of our community.

Job Description

- Implement and enforce all Early Childhood department policies, procedures, and regulations as they pertain to Head Start Performance Standards and OCFS Day Care licensing program requirements.
- Supervise, direct, and evaluate the performance of all assigned staff in compliance with all agency and personnel policies, procedures, and OCFS regulations.
- Provide coaching and support to teaching staff through regular classroom, education monitoring, and observations to ensure the provision of high-quality Early Childhood services.
- Build a positive working relationship with the community and collaborating agencies and/or partners.
- Assist in promoting parent engagement activities that support school readiness and support parents in accessing resources and information.
- Work collaboratively with the Early Childhood management team to support the delivery of high-quality Early Childhood Services to the children and families we serve.
- Ensure the timely review and submission of all required paperwork.

Responsibilities

- Implement and enforce all Early Childhood department policies, procedures, and regulations as they pertain to Head Start Performance Standards and OCFS Day Care licensing program requirements.
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Qualifications

- Bachelor's degree in early childhood or a related field
- Knowledge of Daycare licensing regulations
- A minimum of 2 year supervisory or Head Start/Childcare program management experience
- A valid driver's license
- Candidates must be authorized to work in the US without the need for Visa Sponsorship
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please note: applicants for this position will be required to complete standard background clearances. Apply: <https://www.coeempowers.org/about/join-us/> Call: 518-272-6012, ext. 301 EOE/AA