



# Center Director

Corning Children's Center

Painted Post, NY 14870

Program Director

Full-time

Onsite

\$65,000 - \$82,000 a year

Posted on April 14, 2026

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## Organization Statement

### Company Summary

Corning Children's Center is a nonprofit early education organization dedicated to providing a safe, nurturing, and engaging environment for children and families.

Established in 1980 to serve families throughout the greater Corning area, *Corning Children's Center aims to set the standard in early care and education by inspiring learners, leaders, and dreamers.* We provide high quality care and education for infants, toddlers, and preschoolers (ages 6 weeks to 5 years). Our Center has a strong sense of community, and children learn and grow within an environment that is positive, diverse, creative, stimulating, and caring — one that recognizes and appreciates the uniqueness of each child.

Our work is guided by our values *Practicing Curiosity, Cultivating Connections, and Fostering Community.*

### Job Description

**Position:** Center Director

**Reports to:** Executive Director

**Employment Status:** Full-Time; Exempt

**Primary Location:** Painted Post (111 Canada Road, Painted Post, NY 14870)

**Secondary Location:** Corning (107 Arthur Street, Corning, NY 14830) *\*As needed\**

**Work Hours/Schedule:** Center Opens Monday-Friday 7:00am-6:00pm-Work hours fluctuate from 6:45am-6:15pm

As an exempt leadership role, this position requires flexibility, including availability outside of standard operating hours, to support program needs, staff, and Center operations.

## **Compensation & Benefits**

**Pay Range:**

**Pay Frequency:** Biweekly

**Benefits Eligibility:** Health, Dental, Vision, PTO, Retirement Services, EAP (Employee Assistance Program)

## **Physical Requirements**

- Required to lift up to 40 lbs.
- Continuously requires vision, hearing, and speaking.
- Frequently requires standing, fine dexterity, sitting, and handling.
- Occasionally requires walking, lifting, carrying, reaching, kneeling, pushing/pulling, bending, and crouching.

We are an equal opportunity employer and are committed to creating an inclusive environment for all employees. All employment is decided on basic qualifications, merit, and legitimate business need, without disregard for race, color, age, religion, gender identity, sexual orientation, national origin, disability, veteran status or any other legally protected status.

## **Responsibilities**

## **Key Responsibilities**

### **Educational Programming/Planning**

- Provide overall leadership for the design and implementation of an engaging, developmentally appropriate educational program in partnership with the Education Team.
- Lead organizational pedagogy to promote high-quality, meaningful learning experiences that support positive outcomes for children and families.

### **Leadership & Staff Development**

- Serve as a role model by demonstrating accountability and alignment with Center Polices.
- Guide the Education Coordinators and Child Development Specialists to promote engagement with classrooms that supports the needs of the staff and children.
- Foster a positive, collaborative, and engaging work environment.
- Provide coaching, constructive feedback, and professional development opportunities.
- Partner with Leadership to establish and implement a Center-wide professional development plan that is responsive to the program and staff.

### **Family Engagement**

- Collaborate with Family Engagement Coordinator on Center Enrollment Process.
- Partner with Family Engagement Coordinator to optimize enrollment at both Centers.
- Establish and model a positive, welcoming culture that fosters strong relationships with families.
- Review student outcomes with Education Team and set improvement goals, enhance program quality, and create a positive, effective experience for families.
- Support Center family engagement events.

### **Operations, Licensing and Accreditation**

- Oversee daily Center operations, including the safety of the facility and grounds.
- Manage adherence to all policies, procedures, and state licensing requirements.
- Pursue and support accreditation efforts; maintain ongoing compliance and quality improvement.
- Prepare, analyze, share, and retain business reports and records.
- Utilize reports to drive decisions/direction for the Centers.

### **Financial Management**

- Support development and monitoring of the Center's budget in partnership with leadership (Finance Director/ Executive Director).
- Provide regular updates on financial performance and identify opportunities with the Executive Director & Finance Director.
- Partner with leadership to support donor development, actively support donor cultivation, and participate in Center-wide fundraising efforts.

## **Qualifications**

### **Education and Professional Certification**

#### ***Required:***

- Bachelor's degree in early childhood education or related field; including or in addition to a minimum of 12 Credits in early childhood education, child development, or a related field.
- Valid New York State Teaching Certificate.
- Minimum of 5 years teaching experience, working and leading in an Early Childhood Education setting.
- Minimum of 3 years supervising staff in a childcare program or related field.

#### ***Desired:***

- Master's degree in early childhood education or related field.
- Experience in a nonprofit setting.

### **Skills and Competencies**

- Strong verbal and written communication skills across staff, families and leadership.
- Ability to be a leader, coach, and support team development.
- Organizational and time management skills.
- Sound decision-making and problem-solving abilities.
- Proficient in Microsoft Office Suite with strong computer skills.
- Expertise knowledge with FAMS (Facility Application Management System) through OCFS (Office of Children and Family Services).
- CPR/First Aid/MAT certification.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Please apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/4071713/Corning-Day-Programs-Inc/Center-Director>

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