## A green triangle with a letter  Description automatically generated with low confidence **ACCORD CORPORATION**

## **Job Description, Qualifications, and Evaluation Documentation**

## **Job Title:**  **Center Manager** (OCFS Day Care Director)

## **Division:**  **Head Start**

## **Reports To:**  **Assistant Director of Operations**

**FLSA Classification:**  **Non-Exempt**

**Job Category:**  **Program Manager** (small centers)

 --or--

**Senior Manager** (large centers)

**Pay Range:** **PM: $20.86 - $33.19** --or-- **SM: $25.49-$41.12**

**Work Year: 12 months**

**Work Hours:** **35 hours/week, generally Monday-Fridays, hours established based on program needs, with some evening/weekend work required**

**Job Description approved by Human Resources Director: 5/22/2024**

## **Job Overview**

Coordinates the delivery of high-quality early childhood education services by managing day to day operations of a Head Start Center licensed by New York State Office of Children and Family Services.

## **Essential Job Responsibilities and Duties:**

Coordinates the delivery of high-quality early childhood education services by managing day to day center-based operations in compliance with applicable regulations and funding sources.

Serves as the Office of Children and Family Services Day Care Director by independently maintaining Day Care License and full site compliance.

Ensures that children and family’s individualized needs are met in the areas of school readiness/early education, health and safety, nutrition, mental health, disabilities, parent engagement, and transportation through effective planning, observation, and monitoring of services delivery and outcomes.

Analyzes data and prepares reports, resolves monitoring concerns, maintains open communication with the management team, and initiates quality improvement activities.

Assures center safety by maintaining safe facilities and operations including conducting required facilities safety inspections, emergency drills, and child safety monitoring activities; resolving any concerns; serving as the site’s Safety Team Leader by attending meetings and reporting to the agency Safety Committee; and creating a culture of safety and accountability at the center.

Builds collaborative relationships with parents, volunteers, and community partners by monitoring staff interactions, ensuring concerns are identified and rectified, attending parent meetings, implementing effective recruitment strategies resulting in full child enrollment, established waiting lists, and program volunteers (inkind requirements), and maintaining a positive program image.

Develops and maintains staff, including coordinating substitute coverage, by providing direct supervision; securing substitute coverage for staff vacancies and staff taking time off; recruiting and hiring qualified applicants, transferring, disciplining, coaching, and appraising job results; providing onboarding, training, and monitoring ongoing professional development; resolving areas of concern, and maintaining team morale.

Maintains and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Provides leadership in risk management practices by identifying and reporting potential safety, ethical, and legal concerns; evaluates and advises on impact, and develops a strategy to effectively manage and minimize risk.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

**Required Skills & Abilities/Decision Making:**

Understands and agrees with agency mission and purpose and goals of the division/program

Ability to accurately assess situations and determine course of action

Demonstrated skills using technology

Ability to travel within NYS and occasional out of state travel.

Demonstrates leadership, presentation and organizational skills

Ability to interpret and create policies, procedures and other written materials

Ability to function under a variety of working conditions

Ability to communicate well verbally and in writing in a variety of situations

Ability to interpret and disseminate information garnered through meetings, seminars and

training sessions to peers, supervisors and program staff

Ability to maintain a clean and safe environment

Ability to use good judgement and make sound decisions

Protects confidentiality in a manner that complies with program and agency policies

**Time Expectations:**

Works all assigned hours and report to work on time

Meets all time frames and due dates without reminders

Uses leave time appropriately to balance personal, agency and workload needs

Manages multiple tasks and priorities

## **Qualifications/Experience:**

Current driver's license with safe driving record.

Must meet OCFS Day Care Director requirements as listed below:

|  |  |  |
| --- | --- | --- |
| **Education** |   | **Experience** |
| 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 ANDone 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 ANDone 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 Administration 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 ANDTwo years of experience supervising staff in a child care program or related field of work |
| OR |   |   |
| Child Development Associate 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 ANDTwo years of experience supervising staff in a child care program or related field of work |

**Environment & Physical Demands:** This position may require the following physical demands and exposures:

The employee may require engaging in talking, carrying objects, grasping, using manual dexterity, seeing close, far and peripherally, sitting, standing, walking, crawling, crouching, driving, listening, seeing near and far, smelling, and general lifting. Computer work is an essential function of this position and vision strain is a potential exposure. May also be exposed to muscle strain, noise, and odors due to working directly with children in a center-based setting. This position requires the ability to drive a personal or agency owned vehicle.

**Approvals and Acceptance**

I have read and understand this job description and evaluation documentation. I accept the responsibilities and agree to fulfill these duties.

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Employee Signature Date

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Supervisors Signature Date