

JOB TITLE: OCFS Center Manager

PAY RANGE: Starting wage \$24.90.

LOCATION(S): Friendship, NY.

WORK YEAR: 12 months, non-exempt

WORK HOURS: Generally 8:30am -4:00pm Monday through Friday, with occasional evening and weekend hours required.

JOB SUMMARY: Assures and promotes the delivery of high quality coordinated services by supporting day to day center operations, monitoring outcomes and ensuring compliance to applicable regulations, developing and maintaining staff and collaborative relationships with partners, coordinating staff coverage, and assuring full enrollment through recruitment efforts.

Characteristics of an Effective Center Manager:

The ideal candidate will possess strong leadership skills and have experience recruiting, hiring, onboarding, and managing staff performance. Strong communication skills, both written and verbal are a must. Successful candidate will have good problem solving, decision making, time management and organizational skills. Experience managing a childcare center is preferred. They must be committed to making a difference in the lives of children, families, and the communities in which we live/serve.

Qualifications:

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 AND one 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

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		program AND one 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: <ul style="list-style-type: none"> • 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 AND Two 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: <ul style="list-style-type: none"> • 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 AND Two years of experience supervising staff in a child care program or related field of work

Job Description: Assures the delivery of high quality coordinated services by supporting the day to day program operations and ensuring that children and family's individualized needs are met in the areas of school readiness, health, nutrition, mental health, disabilities, safety of children, engagement of parents, volunteers, and community members, transportation and facilities.

Develops and maintains staff by providing direct supervision, including hiring, transferring, disciplining, coaching, appraising job results, and providing educational and experiential growth and morale maintaining considerations; enhancing collaboration opportunities; and resolving areas of concern.

Maintains collaborative relationships with school districts, local health and human service agencies, parents, volunteers, vendors, and other program partners.

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Understands, monitors, and assures compliance to federal, state, and local regulations by completing on site observations, monitoring child and family outcomes, conducting document and database reviews, analyzing data and preparing reports, and initiating quality improvement activities. Serves as the Office of Children and Family Services Day Care Director by independently maintaining Day Care License, full site compliance, and decision making pertaining to OCFS related issues.

Assists in the coordination of the substitute staff coverage system by receiving requests, confirming coverage, notifying staff of results, and by soliciting substitute performance feedback and evaluation.

Coordinates and monitors recruitment activities, including community education and outreach, using diverse communication avenues to ensure full enrollment and active waiting lists.

Ensures meaningful engagement of parents in program activities by monitoring staff interactions with families, monitoring and attending parent meetings, monitoring InKind activities and submissions, and creating an environment that supports and encourages parent engagement.

ACCORD BENEFITS:

- This is a full-time twelve-month position.
- Choice of 2 medical plans (co-pay or high deductible with health savings account option)
- Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
- 13 paid holidays (11 holidays and 2 floating holidays)
- Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
- Professional development advancement opportunities
- Up to 56 hours paid sick leave

Everyone is welcome! We make a difference to our community.

**SUBMIT COVER
LETTER, RESUME,
& ACCORD
APPLICATION TO:**

MAIL: TRINA LAFLEUR, HR DIRECTOR
ACCORD CORPORATION
P.O. BOX 573 | 84 SCHUYLER STREET
BELMONT, NY 14813
EMAIL: tlafleuf@accordcorp.org

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FAX: 585-268-7607

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