

The College of Staten Island Association, Inc.
THE CHILDREN'S CENTER
Director Vacancy

The Children's Center is the child care center at the College of Staten Island/CUNY. Reporting to the Executive Director of the College of Staten Island Association, Inc., the director oversees all aspects of the Center, develops a comprehensive educational program for children, coordinates compliance with regulating agencies, represents the Center at all events and supervises all employees, student interns, and volunteers at the Center. The ideal candidate will possess strong characteristics of an ethical leader, driven by integrity and accountability of self and others.

The director is an employee of The College of Staten Island Association, Inc., a separate non-profit corporation that supports the activities of the College of Staten Island.

Administrative Responsibilities:

- Manage and lead a team of daycare staff, including hiring, training and supervising
- Oversee staffing and classroom scheduling
- Manage the Center's budget/finances, under the supervision of the Executive Director of The College of Staten Island Association, Inc.
- Prepare documentation and reports for funding agencies
- Maintain all licensing and regulatory records as required by oversight agencies, including NYC Department of Health and Mental Hygiene, Division of Day Care; Fire Department; National Association for the Education of Young Children (NAEYC), and NYC Department of Education
- Oversee the maintenance and integrity of children and staff files and records; records of tuition collections and program registration
- Prepare documents and reports for the Association's Board of Directors

Program Development and Management:

- Develop and supervise implementation of curriculum
- Guide the Educational Director related to program management including, but not limited to:
 - supervising all classroom instruction and activities
 - directing, supervising, observing and evaluating teachers and staff
 - overseeing coordination and supervision of student interns and volunteers
 - meeting with parents as needed to discuss their child's development and make referrals for parents who may require developmental evaluations for their children
 - developing and implementing parent involvement initiatives
- Share appropriate and relevant childcare information with staff, parents, and the general college community
- Provide orientation for childcare staff and families
- Develop and implement community outreach initiatives
- Work with, and provide outreach to community providers of early care and education
- Participate in relevant student activities sponsored by the College, including new student orientation, open house, etc.
- Participate in CUNY Child Care Council and other childcare related initiatives
- Identify sources of funding to support program development and operational costs
- Work with local school districts and other educational institutions

Required Qualifications

- Bachelor's degree required
- New York State Teacher Certification in (B-2) Early Childhood Education, Elementary or Special Education

Preferred Qualifications

- Master's degree in related field
- Minimum 5 years of experience as an early childhood education program teacher
- Minimum 2 years of experience as an Early Childhood program administrator, including staff management.
- Ability to create and implement developmentally appropriate curricula
- Strong organizational and problem-solving skills
- Ability to ensure compliance with licensing and the National Association for the Education of Young Children (NAEYC) guidelines.
- Ability to build positive relationships with parents and families
- Experience in grant writing and management, budgeting and financial management

Compensation and Benefits:

\$84,000 – \$93,000

Salary is commensurate with qualifications and experience.

Employee benefits include paid holidays in accordance with the College's holiday schedule, medical benefits, accrued sick and vacation time, and participation in a retirement plan after 2 years of employment.

FLSA Status: Exempt

How to apply:

Email your resume and cover letter to: Association@csi.cuny.edu

Closing Date: Open until filled, with review of resumes to begin on or after July 1, 2024.

Equal Employment Opportunity/Affirmative Action. The CSI Association complies with all applicable federal, New York State, and New York City laws regarding equal employment opportunity and affirmative action.