

Executive Director

New Day Children's Center

Watertown, NY

New Day Children's Center is hiring an executive director for our childcare and preschool programs! We are seeking an enthusiastic and committed individual who wants to make a difference in the lives of young children and their families, while effectively and efficiently running all Center operations. The Director promotes the social, physical, and intellectual growth of the children under his/her care and fosters a supportive and encouraging environment for both children and teachers while promoting and facilitating collaborative relationships with parents.

The Center Director is responsible for maintaining our high center standards in partnership with NYS OCFS regulations.

Primary Roles & Responsibilities

- Ensure a safe, happy, and stimulating environment for children
- Work with Program Manager to manage and coordinate curricula with staff that complies with state and federal requirements
- Communicate and meet with parents regarding their children and the center's policies
- Oversee classroom staff ensuring appropriate trainings are obtained and reinforced, agency best practices and policies are implemented, provide timely performance evaluations.
- Ensure effective operation of classrooms including all aspects of programs; safety and educational standards in accordance with local, state and federal regulations, licensing requirements and company policies
- Ensure that Center facilities are safe for children and comply with laws and regulations
- Hire and train new staff members
- Communicate issues proactively to staff / Board and work to create solutions to problems
- Supervise Assistant Director, Bookkeeper, Program Manager, Teachers and Kitchen Staff
- Complete ongoing training and courses to remain up to date on daycare standards and procedures
- [Full job description](#)

Preferred Skills

- Analytical; problem solver - Ability to communicate with and motivate others
- Personable, approachable, positive energy - enjoys children and interacting with people
- Effective team leader with the ability to exercise appropriate, independent judgement
- Skilled in conflict resolution and mediation, written and oral communications
- Strong organizational and time-management skills
- Lead by example - professional appearance, attitude, dependability and work ethic
- Adaptable/Flexible - enjoys doing work that requires frequent shifts in direction
- Proficient in Microsoft Office suite of products
- Knowledge of local, state, and federal laws governing childcare

Qualifications & Education Requirements

- Minimum: Associate's degree in early childhood education with a plan of study leading to a Bachelor's degree; Bachelor's degree preferred
- Two years of full time teaching experience in a child day care center
- Two years of experience supervising staff

Benefits of Working at New Day Children's Center:

- Paid vacation, holidays and sick leave
- Closed one week at Christmas
- Closed the week before school starts (end of August)
- Half price child care benefit
- 403(b) Retirement Plan
- Tuition assistance for professional development
- Health, dental, vision, accident, and disability insurance
- Years of service/longevity awards
- Free enrollment in Employee Assistance Program (EAP) which includes counseling referrals, legal advice, and more
- [Link to full benefits package](#)

About New Day Children's Center

Established in 1979, New Day Children's Center was the first licensed child care center in the city of Watertown. New Day Children's Center is a non-profit 501(c)(3) child care facility which provides quality, affordable child care and developmentally appropriate programming for children in Jefferson County. New Day is open year round. Monday – Friday, and accommodates 146 children between the ages of 8 weeks and 10 years. In addition, the Center offers school-age care during the summer and is a participant with the Watertown City School District Universal Pre-Kindergarten (UPK) program. The Center is governed by a volunteer Board of Directors. We care, for the children and families we serve, and our dedicated team members.