Auxiliary Enterprise Board of New York City College of Technology of the City University of New York
OUR CHILDREN'S CENTER
Director Vacancy

Our Children's Center (OCC) is the child care center at New York City College of Technology of CUNY (City Tech). Reporting to the Vice President of Enrollment Management and Student Affairs of City Tech, the director oversees all aspects of the Center, developing a comprehensive educational program for children, coordinates compliance with regulating agencies, represents the Center at all events and supervises all employees, student interns, Foster Grandparents 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 Auxiliary Enterprise Board of City Tech, a separate non-profit corporation that supports the activities of New York City College of Technology.

Administrative Responsibilities:
- Manage and lead a team of daycare staff, including hiring, training,
- Oversee staffing and classroom scheduling
- Supervise all classroom instruction and activities
- Manage the Center's budget/finances, under the supervision of the Vice President of Enrollment Management and Student Affairs
- 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 Accreditation Commission (NAC), 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 Auxiliary Enterprise Board of Directors

Program Development and Management:
- Responsible for direct supervision, observation and evaluation of teachers and staff
- Oversee coordination and supervision of student interns, Foster Grandparents and volunteers
- Develop and supervise implementation of curriculum
- Share appropriate and relevant OCC information to staff, parents, and the general college community
- Meet with parents as needed to discuss their child's development and make referrals for parents who may require developmental evaluations for their children
- Develop and implement parent involvement initiatives
- Provide orientation to OCC 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, commencement, 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

Requirements and Qualifications

- Bachelor's degree; Master's degree preferred
- New York State Teacher Certification in (B-2) Early Childhood Education, Elementary or Special Education.
- 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 budgeting and financial management

Compensation and Benefits:

$85,500-$ 115,500

Salary is commensurate with qualifications and experience.

Employee benefits include 13 paid holidays a year, medical benefits, accrued sick and vacation time after 3 months of employment, and participation in a retirement plan after 1 year of employment.

FLSA Status: Exempt

How to apply:

Email your resume and cover letter to: VPEMSA@citytech.cuny.edu

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