



2024 payrate
Prog Director 3 level salary
\$70,000

North East Community Center Position Description

Position Title: Early Childhood Program Director
Working Title: ECP Director (ECPD)
Classification: Full-time, exempt, salaried, benefits-eligible
Schedule: Expected schedule 9am-5pm Monday through Friday, based on the needs of the work; may involve evening or weekend effort; Appropriate breaks are expected

Primary Role: The Early Childhood Program Director (ECPD) is responsible for effectively leading NECC’s early childhood programs effort, including most notably our childcare center known as the NECC Early Learning Program (ELP). This will require expertise in evaluating curriculum needs and ensure the program includes developmental support, milestone achievement, behavioral modeling, social-emotional learning, and other attributes according to the desired program outcomes. The ECPD must also remain up to date on the issues impacting childcare demand and availability in the community and generally and may assist with narrative and evaluative components of funding requests to support the program unit. This position will require the ECPD work cooperatively with the Executive Director, staff, and stakeholders to determine program priorities. It may also require working effectively with other staff and programs of NECC to accomplish outcomes. The ECPD position requires **both leadership and direct program delivery**. A working knowledge of childcare as an essential community need, as well as the requirements for operating a licensed Day Care Center programs will be necessary to ensure funder compliance of programs under this unit. This position will be responsible for direct oversight of staff working in the Early Childhood Program unit, and reports directly to the Executive Director.

Responsibilities:

Leadership: The ECPD will provide supervision and program development to the NECC Early Childhood Program unit, ensure continuity of programs and services, act as point of contact with funders as assigned (may intersect with Executive Director, Grant/Contract Manager and Administrative/Finance staff), and manage day-to-day operations.

The ECPD is responsible for:

- Remaining current on research- and evidence-based information and utilizing such sources in determining program activities
- Demonstrating skill for assessing curriculum needs, obtaining curriculum and lesson materials to support achievement of outcomes, and implementing interventions via self and staff to achieve desired outcomes with children aged 0-5 years
- Carry out NYS Office of Children and Family Services (OCFS) Licensing procedures for early learning programs
- Complete OCFS intakes for participating families and assist with participant registration and documentation for the collection of fees, reimbursements, or other available cost coverage

- Utilizing Positive Youth Development principles and techniques in all programs, seeking to maximize leadership and skill-building opportunities during childhood, empowering them to ultimately lead successful lives
- Ensuring seamless delivery of programming that in all ways supports NECC's and its funder's/regulator's vision for creating positive learning/program environments across all of its programs and services
- Maintain client records, compile data, and prepare and submit reporting data as assigned; assist with the fulfillment of quarterly/yearly grant renewal and reporting requirements, and NECC reporting as needed
- Supervising staff, interns, and volunteers to accomplish departmental outcomes, providing positive staff and team support, performance coaching and evaluation, and mediating challenges as needed
- Actively participating in recruitment, interviewing, orienting, training, and evaluating staff and volunteers for unit
- Participating in the on-going process of evaluation by designing, implementing, and participating in evaluation and data management and reporting
- Monitor unit activities according to state and other funders or accountability agencies (OCFS, DCC, CACFP, etc.), making the necessary adjustments for compliance
- Attending community-based networking groups related to programs, facilitating those that may be managed by NECC as appropriate for program area responsibilities
- Serving as point person for required funder site monitoring visits, mandatory trainings, and presentations, as needed
- Along with Executive Director, revising procedures and forms as appropriate for the unit and maintaining accurate records/reporting systems/statistics for submission to the NECC administration, Board of Directors, and funders
- Providing resources, information, and data to the Executive Director, Board of Directors or a subcommittee of the board as requested regarding subject matter information, program operations and program outcomes
- Collaborate with the ELP staff, food service staff, families, parents, and stakeholders to deliver the appropriate daily activities and to ensure that the children's needs are met
- Become familiar with and implement standard procedures and policies required by NECC, program funders, and licensing agencies, as applicable to the program
- Maintain communication with program parents and other co-located staff to ensure continued support, safety, and wellbeing of program participants
- Participate in at least 15 hours of professional development and training annually

Program Delivery: The ECPD Director will implement early childhood programs, specifically the Early Learning Program.

This will require:

- Direct delivery of key content to these programs, rotating as needed during the week to ensure necessary staff coverage and curriculum delivery
- Scheduling and adapting scheduling of staff as needed based on program demands, leave requests, absences and other issues that may arise
- Meetings with parents to determine enrollments, needs of participating children, review guidelines and answer questions; maintain healthy communication ongoing with families
- Coordinated planning with sites where programs are delivered, if needed
- Mastery of applicable research- and evidence-based curriculum and other resources
- Strategic outreach and marketing to families in the NECC service area

- Assessment, planning, monitoring and evaluation functions of program provision
- Assisting staff and families of children served in reducing barriers to receiving services such as lack of transportation, etc. by connecting to NECC and external resources
- Inputting accurate and complete data for all contacts with clients into agency database
- The development of strong, cohesive team relationships with staff Early Childhood and other programs at NECC, the administrative unit, and with other partners across the area possessing supports or resources that will enhance outcomes
- Thorough understanding of all funder and NECC program requirements and policies
- Follow a daily schedule for program environments that includes time for physical play, snack, and activities that support both SEL and developmental growth of ELP participants
- Mentor staff, participants, and parents by modeling positive behaviors and healthy lifestyle choices
- Remain up to date on required OCFS/DCC trainings and maintain familiarity with and adherence to all OCFS/DCC regulations
- Supervise or ensure supervision of children at all times
- Provide positive behavior supports for children

Other Duties:

As a member of the NECC and Program staff, the ECPD Director will:

- Foster a cooperative and supportive team environment with all staff of NECC regardless of position, level of responsibility, unit, program, or background
- Communicate regularly with the Executive Director to discuss programs, progress and resolve any issues as they arise
- Exercise confidentiality and respect for privacy in all activities
- Participate in required staff and team meetings
- Follow all NECC Policies & Procedures
- All other duties as assigned

Required Skills and Behaviors:

- Solution-oriented, strategic, creative team leader
- Able to work well with groups and independently
- Be flexible, proactive, and able to problem solve quickly if a situation demands
- Be creative and imaginative in interactions with children
- Approaches work in an organized way, able to prioritize, and can communicate well in person, writing, and via necessary technologies
- Utilizes proactive thinking and problem-solving skills
- Be experienced and comfortable with working with people from diverse ethnic, cultural, and socioeconomic backgrounds
- Ability to maintain patient, professional demeanor when dealing with diverse community of clients, volunteers, community members, agency staff, and others
- Demonstrate good judgment and positive attitude while engaging with staff, children, and caregivers
- Ability to responsibly manage confidential and/or sensitive information
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, non-judgmental, open personal qualities, and a clear sense of boundaries
- Models NECC values at all times
- Follow all NECC Policies & Procedures

Qualifications:

Required:

- Minimum Bachelor of Science degree-relevant to early childhood, development (early education preferred), plus a related master's degree, or some combination of degree(s) and experience demonstrating a high level of skill/knowledge of curriculum design/usage for academic and socio-emotional interventions via in-school or out-of-school time programming
- Minimum 3 to 5 years of experience related to the responsibilities of this position (see above) including supervision of staff and management of resources (budget, evaluation, reporting, volunteer, etc.)
- Familiarity with OCFS policies and procedures
- Proficiency in Microsoft Office products, including Word and Excel, and Google Suite
- Current driver's license
- Completes background check through central database and fingerprinting
- Be cleared to drive NECC vehicles as needed to perform job duties
- Tested for tuberculosis with negative results

Preferred:

- Bilingual Spanish/English
- Experience with Procure app or similar child care communication technology
- Relevant training including but not limited to First Aid/CPR

ADA Requirements:

- Ability to lift a 50-pound box
- Ability to walk up and down stairs
- Ability to sit on the floor with children
- Ability to provide programs outside during appropriate weather conditions

Supervisor(s):

Christine Sergent, Executive Director

Effective: February 23, 2024

NECC is an Equal Opportunity Employer and Program Provider, and does not discriminate based on race, ethnicity, sexual orientation, gender identity, age, national origin, political belief, marital status, veteran's status, or disability.