

# Center Director

Greater Opportunities for Broome and Chenango

Endicott, NY

Group Family Day Care Owner/Director

Full-time

Onsite

\$27.00 - \$27.00 an hour

Posted on June 18, 2025

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## Organization Statement

We help our surrounding communities with comprehensive services that include emergency assistance, advocacy, early education, and safe and affordable housing. The braiding of community resources and the building of effective partnerships, serves as the cornerstone for the foundation and success of our agency.

## Job Description

The Center Director will supervise staff and oversee the daily operations of the Head Start center and will work in cooperation with the Administrative Staff to ensure quality programming in compliance with Head Start and DSS licensure regulations.

The Center Director is responsible for daily maintenance of buildings and grounds to meet regulations and to provide a safe and healthy environment for staff and the children and families we serve.

## Responsibilities

### Duties/Responsibilities:

1. Maintain center in compliance with all applicable regulations and licenses including but not limited to NYSOCFS Day Care Licensing, Head Start Performance Standards, Broome County Health Department, and Local Code Enforcement.
2. Manage all center operations.
3. Ensure proper safety and emergency procedures are followed conducting regular fire drills and safety checks.

4. Know and follow all Head Start procedures including accident, illness, child abuse, etc.
5. Provide for continuous communication and information dissemination by conducting regular center staff meetings, ensure regular transfer of information and mail to and from administrative office.
6. Meet with administrative staff on a regular basis in order to foster communication and teamwork.
7. Support parent involvement by cooperating with Family Advocate Coordinator in dissemination of information and resources.
8. Participate in and support the strategic planning process and program goals and objectives.
9. Cooperate with and support component coordinators to oversee compliance with component plans, educational curriculum, and program philosophy, and dissemination of information and resources as required.
10. Supervise and evaluate all center staff in keeping with GOBC personnel policies
11. Maintain adequate substitute teacher pool, through hiring and onsite support and evaluation
12. Orient all new center personnel in cooperation with appropriate component coordinator and director.
13. Provide input for and conduct training of center staff.
14. Evaluate center staff in conjunction with coordinating staff and director.
15. Participate in staff selection as appropriate.
16. Work as a team with Head Start administrative staff to achieve integration of all components into the daily program.
17. Ensure all pre-closing staff requirements are met according to checklist.
18. Maintain a positive collaborative relationship with Community Partners. (i.e., HCA, Lourdes, etc.)
19. Ensure that community volunteers/parent volunteers are trained, placed and monitored, according to established procedures.
20. Make necessary arrangements for repairs, etc. at center in conjunction with Maintenance Director.
21. Identify needs in the areas of equipment, materials and supplies. Oversee the care and inventory of center equipment and supplies.

22. Responsible for end of the month paperwork generated from teaching teams
23. Maintain Head Start center in a safe and clean environment.
24. Purchase supplies as needed.
25. Submit purchase orders in a timely manner.
26. Establish and maintain repair procedures including repair logs and ensure maintenance requests are completed in a timely manner.
27. Establish an ongoing health and safety checklist.
28. Maintain Red file to ensure compliance with Head Start regulations, Department of Social Service Regulations, OSHA Regulations, NY and Broome County Health Department Regulations, and local code enforcement agencies.
29. Promote a positive image as an ambassador for Head Start.
30. Promote and track in-kind contributions.

## Qualifications

### Education and Experience:

1. BS in Early Childhood Education or related field including 12 credits in Early Childhood Development.
  2. Experience working with people from varying socioeconomic and educational backgrounds.
  3. Supervisory and Management experience in early childhood setting.
- **Minimum Education Level:** Bachelor's Degree
  - **Preferred Education Level:** Bachelor's Degree

## Application Instructions

Apply online: <https://secure.entertimeonline.com/ta/OPPC.careers?CareersSearch=&lang=en-US>