

Order Number:

NY1534341

Date Job Order Received:

05/16/2025

Number of Openings:

1

Company Name:

Hand in Hand Early Childhood Center

Job Title:

Interim Executive Director

Minimum Experience Required:

2 Years

Job Description:

Key Responsibilities Leadership and Management Develop and implement strategic plans to ensure growth and success across all sites. Ensure compliance with local, state, and federal regulations and licensing requirements. Lead and mentor staff, promoting professional development and a collaborative work environment across all sites. Establish and maintain positive relationships with families and community partners. Handle conflict resolution and problem-solving within the centers. Financial Management Develop and manage the center's budget, ensuring financial sustainability and accountability. Monitor financial performance, including revenue, expenses, and fundraising efforts. Prepare regular financial reports for the board of directors. Seek out funding opportunities and grants to support center programs and initiatives. Program Development and Implementation Work with onsite directors to:

- o Design and oversee educational programs that meet the developmental needs of children.
- o Ensure the curriculum aligns with best practices and current educational standards.
- o Evaluate program effectiveness and make improvements based on feedback and assessment.
- o Coordinate special events, activities, and enrichment programs for children and families.

Human Resources Recruit, hire, and train qualified staff members. Conduct performance evaluations and provide constructive feedback. Maintain accurate and up-to-date personnel records. Ensure staff adherence to policies, procedures, and ethical standards. Oversee on site directors and other direct reports. Facility Management Oversee all sites including Lowville and Harrisville. At least one day a week is meant to be spent at all sites. Oversee facility improvements and repairs as needed. Ensure compliance with health and safety standards. Qualifications Applicants must possess one of the following: A Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and one year of experience supervising staff in a child care program or a related field of work; or A New York State Childrens Program Administrator Credential; one year of full-time teaching experience in a childcare center, family or group family day care home or other early childhood program; and on year of experience supervising staff in a child care program or a related field of work; or An Associates degree in Early Childhood or related field, with a plan of study leading to a Bachelors degree or a New York State Childrens Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day

care home or other early childhood program; and two years of experience supervising staff in a child care program or related field of work; or A Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelors degree or a New York State Childrens Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program; and two years of experience supervising staff in a child care program or a related field of work Application Process Interested candidates should submit a resume, cover letter, and three professional references to the board of directors. Applications will be reviewed on a rolling basis until the position is filled. We are an equal opportunity employer and welcome applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, or disability.

Job Location:

Lowville, New York 13367

Pay:

\$60000.00 - \$65000.00 Yearly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Full Time, Temporary

Work Days:

Varies

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail, Phone or In Person

Hand in Hand Early Childhood Center

5780 Brookside Circle

Lowville, New York 13367

Phone: (315) 376-9414

Email: hihecc.director@gmail.com