

The Brookwood School

Job Description for Executive Director

Responsible To: Board of Trustees

Basic Function: Plan, implement and administer all Child Care Program operations including summer care, as well as activities to meet the established requirements of the New York State Office of Children and & Family Services (OCFS) Day Care Licensure. Take a direct role in the admission of students in the Infant, Toddler, Preschool and School Age Childcare programs.

Performance Responsibilities:

1. Supervises the total operations and maintenance of the program
2. Plans, organizes, and establishes the type of physical facility necessary to meet NYS Daycare Regulations.
3. Implements program activities.
4. Supervises, monitors and submits performance evaluations.
5. Admissions for the programs:
 - Meet with each prospective parent.
 - Give tours of the facility, sharing our program, some history and information methods.
6. Ensure reports are submitted timely and are properly reviewed for accuracy.
7. Work with business manager, accountant and treasurer to develop annual budget. Monitor program budget throughout the year.
8. Monitor program progress, reporting progress monthly and submitting any necessary operational plan adjustments quarterly
9. Develop and implement plan and meet program staffing needs including, but not limited to ensuring recruitment, hiring, orientation and professional development of qualified staff.
10. Ensure adequate orientation of programs staff to their roles and responsibilities, the program and OCFS and the Brookwood School's policies and procedures.

Knowledge of:

- Activity planning for child development program.
- Theories of parent-child relationships.
- Policies, procedures and philosophy of child development program.
- Principles of supervision and training.
- Health and Safety precautions and procedures.
- Budget preparation and control.
- Equipment, materials and supplies used in child care program.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan and direct the activities of the program.
- Plan, develop, organize and evaluate activities and experience for children.
- Develop and revise materials appropriate for assigned levels.
- Purchase, inventory, store and maintain supplies and equipment for the program.
- Develop and maintain effective relationships with employees, children, students and parents. Provide work direction and guidance to program employees, volunteers and children, work independently with little direction.
- Analyze situations accurately and adopt effective course action.
- Complete work with many interruptions.
- Maintain a healthy and safe work environment
- Apply first aid as needed.
- Apply an explain policies, procedures, rules and regulations.
- Lift heavy objects.
- Plan and organize work.
- Meet schedule and timelines.
- Communicate effectively both orally and in writing.

Admissions:

- Follow up on inquires to the school.
- Meet with each prospective parent.
- Give tours of the facility

Evaluations: Performance of this job will be evaluated annually and on an ongoing basis by the Board of Trustees.

Minimum qualifications: Must meet the requirements of New York State Child Day Care Regulations, as described by the New York State Office of Child and Family Services, to hold the title of “Director.”

(i) 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

(ii) OR a New York State Children's Program Administrator Credential; 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

(iii) OR an Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's 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; or

(iv) OR a Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelor's degree or a New York State Children's 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.