Pumpkin Patch
Director's position

Pumpkin Patch Day Nursery School is seeking an experienced and dynamic full-time Director to join our team. The Pumpkin Patch Day Nursery was organized in 1973 by the Commack United Methodist Church in Commack, New York as a non-profit, non-sectarian nursery school with facilities for nursery sessions, summer camp, full-day and extended-day sessions and is licensed by New York State to provide early childhood programs.

The candidate must be creative, energetic, and passionate about early childhood education, have strong leadership skills, excellent verbal and written communication skills, and a genuine love for children and a strong commitment to education.

The candidate must possess either:

- A Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field.
- AND one year of full-time teaching experience in a child day 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 related field of work.

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.
- AND two years of full-time teaching experience in a child day care center, family or group family day care home or other early childhood program.
- AND two years of experience supervising staff in a childcare program or a related field of work.

This is a year-round position with compensation starting at $60,000 depending on qualifications.

For a complete job description go to Pumpkin Patch's website www.Pumpkin-patch.org.

Interested candidates can send their resume to j_titolo@yahoo.com

The candidate must possess the ability to:

- React quickly with sound judgment and problem-solving skills in complex and critical situations, such as injuries and accidents.
- Perform job duties of any staff member as needed.
- Participate in required meetings and trainings.
- Attend monthly Pumpkin Patch board meetings and submit a written report for Church Council meetings to keep them informed of the operations and maintenance of Pumpkin Patch.
- Communicate effectively, both orally and in writing.
- Work cooperatively with others and act as a team leader.
- Demonstrate strong commitment to identifying and meeting parents' and childrens' needs in a timely and appropriate manner.
- Set a vision and inspire collaboration among staff members.
- Instill mutual trust and confidence among staff.

Responsibilities include but are not limited to:

- Creating and coordinating staff schedules for the school year and summer to ensure that the center and classes maintain the proper student/teacher ratios.
- Coordinating and attending Open House on the first night of school.
- Closing the center at 5:30PM, ensuring pick up of students is smooth.
- Providing a safe and nurturing environment for children.
- Proactively resolving any parent questions or concerns in a professional and polite manner.
- Communicating with parents regarding their child's progress and any concerns.
- Providing day-to-day leadership and management.
- Ensuring effective operation of the center; maintaining licensing, safety and educational standards in accordance with all applicable Article 47 licensing requirements and OCFS regulations. Following the health and safety guidelines of the Department of Health.
- Cultivating positive relationships with families, staff members and community contacts.
- Interviewing, recruiting, and retaining staff members, training employees, rewarding, and disciplining employees and addressing complaints and resolving problems.

- Creating a yearly budget in August and submitting it to the board for approval.
- Maintaining accurate financial accounting of the center's operations, along with developing cost estimates for future program needs. Assist in collecting tuition payments.
- Conducting daily safety checks of the overall facilities, including all equipment and school premises to ensure a safe environment.
- Maintaining, securing, and updating important and accurate administrative records for the center for all staff and children.

Salary: $65,000 - $67,000 depending on qualifications

- PLUS a one-time bonus of $2,000 (the first $1,000 payable after the first six months of successful completion of the job and the second $1,000 payable after the first twelve months of successful completion of the job)

Hours of work: 9:30 am – 5:30 pm (*Includes 1 hour for lunch)

Vacation: 2 weeks, 3 weeks after 5 years

Sick time: 7 days