

Director

Cullman Child Development Center

Cooperstown, NY 13326

Program Director

Full-time, Part-time

Onsite

\$50,000 - \$60,000 a year

Posted on August 4, 2026

Organization Statement

The Cullman Child Development Center is excited to open a new location at the Harrison House Childcare Center in Cooperstown in Fall 2026. With an established center in Sidney, this is a unique opportunity to help shape a high-quality early childhood education environment. The role offers strong support for ongoing professional development and educational growth. Interviews will be conducted throughout Summer and into Fall 2026.

Job Description

The Center Director provides overall leadership for the Cullman Child Development Center at either the Harrison House Childcare Center or the Cullman Center in Sidney, overseeing daily operations, licensing compliance, staffing, curriculum quality, family relations, and the center's startup as a brand-new facility. The Director plays a central role in building the program from the ground up, including hiring and training the founding staff team.

Responsibilities

- Oversee day-to-day operations of the center, ensuring compliance with all NYS OCFS Day Care Center regulations (18 NYCRR Part 418-1) and local health/safety codes
- Lead the onboarding, and ongoing supervision of all center staff
- Develop and maintain center policies, staff handbooks, and family handbooks
- Oversee curriculum planning and ensure developmentally appropriate practice across Infant, Toddler, and Pre-School classrooms
- Maintain required child and staff records, ratios, and licensing documentation
- Serve as the primary liaison with OCFS licensors, inspectors, and regulatory agencies

- Build relationships with families and the broader community
- Manage enrollment, waitlists, and tuition policies in coordination with the finance team
- Support staff professional development and continuing education opportunities
- Lead emergency preparedness planning and ensure health and safety protocols are followed

Qualifications

- Must meet NYS OCFS “Director Qualified” criteria for a Day Care Center Director under 18 NYCRR Part 418-1 (typically a combination of a degree in Early Childhood Education or related field, relevant coursework, and supervisory/administrative experience in a licensed child care setting — exact criteria to be verified with OCFS at time of hire)
- Bachelor’s degree in Early Childhood Education, Child Development, or related field preferred; Master’s degree a plus
- Minimum 3-5 years of experience in a licensed child care setting, including supervisory experience
- Working knowledge of NYS OCFS regulations, licensing procedures, and health/safety requirements
- Strong leadership, organizational, and communication skills, with experience opening or restructuring a program a plus
- Current (or ability to obtain prior to start) CPR/First Aid certification, OCFS-approved health and safety training, and clearance through the NYS Statewide Central Register and fingerprint-based background check
- Experience in a medical, hospital-affiliated, or healthcare-connected child care setting is a bonus given the center’s affiliation with Bassett
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Master's Degree

Application Instructions

Apply online here

<https://docs.google.com/forms/d/e/1FAIpQLScNS58ar3PUUpUIQaBTfVGR4sCjaLYtwljf8nZLXcJLPDgF8kQ/viewform>

Language Requirements

English, Other

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