



Early Childhood Center Director

Mansfield Discovery Depot

Salary Range \$55,000-\$70,000

Who We Are

The Mansfield Discovery Depot (MDD) is a model early childhood center, located in Mansfield, Connecticut, that provides full day education programs sensitive to families. Our mission is to help each young child get a strong foundation for learning and growth by responding to their individual needs and interests. We are committed to providing consistent, nurturing care in a warm and predictable environment. Continuously operating since 1970, and in concert with the town of Mansfield since 1973, the program is a NAEYC accredited, private (non-profit) corporation.

For more information about MDD please click: [Mansfield Discovery Depot](#)

What We Are Looking For!

The MDD is seeking experienced administrators to apply for the position of Director. The ideal candidate will possess a strong combination of hard and soft management skills, will understand the business of early childhood education as a business AND as a delivered service, will be thoroughly committed to the mission of a quality program in a safe learning environment. Applicants are highly encouraged to **clearly** demonstrate in their application materials experience in fiscal budget management, human resources management. The most competitive candidates will have a Bachelor's in Early Childhood with student teaching and at least two (2) years of experience working with young children and three (3) years of supervisory experience. Preference will be given to candidates who have a Master's Degree in a related field and have completed the Connecticut Director's Credential or similar NAEYC recognized state credential. We are also looking forward to individuals who have managed an annual budget of \$500,000 or larger and have experience in grant writing and administration.

While nice to have, a NAEYC recognized Director's Certification/Credential is not a minimum qualification for the job.

About the Position

The Early Childhood Center Director is responsible for the administration, management and development of the program with significant emphasis on managerial responsibilities. The Director works closely with the Board of Directors (Board) and the rest of the MDD staff. Below is a general listing of some of the duties this position will be responsible for:

- Directs all operations of the MDD by coordinating with and receiving feedback from the Board and the senior management team.
- Directs, mentors, provides professional development opportunities to all MDD staff.
- Prepares operational and fiscal analysis for the Board and presents when necessary.
- Develops policies and procedures for MDD including both in operations and education delivery.
- Participates, assists and coordinates administrative duties of the MDD including troubleshooting emergency situations, communicating pertinent information to staff, caring for sick children until a parent arrives, and all other administrative and operational tasks that may arise.

How to Apply

For consideration please submit a resume to mansfielddiscoverydepot@outlook.com. This position will remain open until filled; however, the first review of resumes will occur on Monday, October 29th, 2018. Interested candidates are highly encouraged to submit their materials ASAP.

Mansfield Discovery Depot is an EOE/AA Employer