



## **Early Childhood Center Director Mansfield Discovery Depot**

The Mansfield Discovery Depot is seeking applicants for the position of Early Childhood Center Director. This position is the senior executive for the MDD.

### **Our Organization**

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.



## Our History and Partnership

The program began in October of 1970 in the Town of Mansfield, CT as a state supported preschool program. On May 8, 1973 the Town became the sponsor of the program, a relationship that has grown and still exists today. Today the center is a NAEYC accredited infant through preschool center serving just over 100 children in a modern, bright, purpose-built facility that supports student expression and learning. MDD is a private corporation, under the direction of its own board of directors. For more information about our organization please visit: [Mansfield Discovery Depot](#).

## The Town of Mansfield

Mansfield is a vibrant, diverse, and caring community that offers its residents and visitors unique cultural, recreational, and educational opportunities. Known for its excellent public schools, community-wide events, inclusive and efficient government, parks and preserves, protected open spaces, and agriculture, the town is home to the main campus of the University of Connecticut. Principles of sustainability guide zoning and development, preserving the town's historic character and providing for economic vitality including the Downtown Partnership initiatives. Come and enjoy the beauty and historic traditions that Mansfield has offered for more than 300 years.



## 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.



Photo Courtesy of James D. Gilligan

### Nice to Have

Below is a listing of qualifications that are nice to have but are not a minimum criteria to apply for the position:

- Meet NAEYC Criteria 10.A.2 and 10.A.3
- A Master's Degree in a relevant field.
- Completion of the Connecticut Director's Credential
- Experience managing an annual budget of \$500,000 or larger.
- Experience in grant writing and administration.
- Experience acting as a liaison with the organization and various external partners including municipal government, political entities, and funding agents.
- Managerial and supervisory experience.



## Expectations

The following is a non-comprehensive list of expectations that the Board has outlined for this position:

- Sharing responsibility with other administrative team members office coverage, including answering phones, fielding questions from parents and other community stakeholders, and trouble-shooting the most complex center issues as they arise.
- Use the NAEYC Observable Criteria Tool and DPH checklist at least twice a year to determine if the program meets criteria.
- Write staffing procedures for both operational and educational purposes and meet with team coordinators to monitor goals for the classroom and for individual children.
- Ensures compliance with all policy and procedures including use of time-keeping systems used by MDD.
- Maintaining a high level of ongoing enrollment at MDD.
- Hiring new staff and ensuring compliance with all laws, regulations, policies and procedures.

## How to Apply

For consideration please submit a resume and a detailed cover letter explaining why would be a great fit for the position, to: [mansfielddiscoverydepot@outlook.com](mailto:mansfielddiscoverydepot@outlook.com) . The salary range for the position is \$50,000 - \$70,000 per annum and includes an excellent benefits package. Resume materials received by October 29, 2018 will receive priority consideration.



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