

**Position Title: Director, Dedham Community House Preschool****Program Description:**

Located in a unique historic estate setting, the DCH Preschool was founded in 1970, and provides warm, nurturing early education and care to children and families from Dedham and surrounding communities. The Preschool operates on a full year schedule and serves children 15 months to 5 years in 6 classrooms. The 17 teaching staff are experienced and dedicated; several have been at the Preschool for over 10 years. The Preschool maintains excellent teacher to child ratios, has strong relationships with families, fosters child-centered early learning experiences, and enjoys an excellent reputation in the community.

**Director Job Responsibilities:**

We seek an enthusiastic, experienced early care and education director who will work collaboratively with teachers, parents, and the DCH organization. The ideal candidate will have outstanding leadership and communication skills and possess a depth of knowledge regarding early care and education.

The ideal candidate will:

- Provide vision, leadership, orientation, mentoring, and supervision to staff
- Oversee staff recruitment, professional development and, program curriculum
- Manage staff scheduling, enrollment and budget development
- Maintain strong relationships with families
- Assure all policies and licensing procedures are followed
- Communicate with DCH Executive Director, Board of Directors, and Facilities Manager

**Qualifications:**

- M.A. or B.A. in Early Childhood Education or related field (Master's preferred)
- EEC Director II qualified
- Minimum 5 years experience in a supervisory role

The Dedham Community House offers an excellent salary and benefits package and a supportive work environment.

**How to Apply:**

Please email resume and cover letter to: Janet Hanrahan, Mills Consulting Group, Inc.  
janet@millsconsultinggroup.com