

Position Title: Assistant Director, Dedham Community House Preschool

Program Description:

Located in a beautiful historic estate setting, the 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.

Assistant Director Job Responsibilities:

We seek an enthusiastic, experienced early care and education professional who will work collaboratively with the Preschool Director, 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 leadership, orientation, mentoring and supervision to staff
- Assist in the oversight of staff professional development and program curriculum
- Manage staff scheduling
- Maintain strong relationships with families
- Assure all policies and licensing procedures are followed

Qualifications:

- M.A. or B.A. in Early Childhood Education or related field
- Director I qualified
- Minimum five years in the early childhood field
- Experience in a supervisory role in an early education setting preferred
- Experience with EEC licensing a plus

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

How to Apply:

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