Title: Director of the Center for Early Childhood Education
Department: Center for Early Childhood Education
FLSA Status: Exempt
Reports to: Vice President of Human Resources
Grade: E

PRIMARY FUNCTION:
The director is responsible for developing an early childhood program to provide and model exemplary early education and care for young children, to provide a laboratory for research, practicum, and internships for College students and faculty, and to support the mission of the College and service needs of employees and their families. The director oversees the operation, management and administration of the policies, procedures, systems, staff, budgets, physical plant and best practices for the College’s laboratory early childhood education and care program. Through long-range planning, program design and development, and needs assessments, the director provides leadership on early education to meet the strategic initiatives and mission of the College.

As leader of the CECE team, the director is responsible for integrating the program with other College programs and initiatives and maintaining positive working relationships with colleagues in Smith College departments and peer institutions, community agencies and resources, recognized experts in the field of early childhood education, CECE team members, families, and children. The director will create and maintain strategic partnerships and linkages with the above-mentioned to develop a high quality early education and care laboratory school to support the mission of the College.

DUTIES AND RESPONSIBILITIES:

Early Childhood Education programming (60%): Provide leadership and expertise in the field of early childhood education and care, including programming, curriculum, individual children’s development, laboratory functions, budgeting and facility planning. Provide leadership and oversee all aspects of the CECE, including policy development, publication and interpretation. Collaborate with the College and the community to fulfill the missions of the CECE and Smith College. Initiate, support and oversee collaborations with community agencies to support children and families.

Supervision (15%): Oversee staff of approximately thirty regular employees and ten to fifteen casual and student employees with responsibility for direct supervision of supervising teachers, administrative assistant, and program coordinator. Provide planning and management of areas of development for CECE team members. Oversee recruitment, hiring and training of new employees.

Operations (15%): Oversee the daily operation of the Center for Early Childhood Education including the physical plant, staff, multiple programs, services and budgets. Oversee the design, delivery and evaluation of CECE services. Seek and maintain appropriate state and national program licensure and accreditation. Assess, design and collaborate with College departments to determine and plan for the programming needs of CECE and the College.

Budget (10%): Prepare and manage budget based on tuition revenue. Recommend tuition rates based on cost and comparison. Seek additional funding to offset expenses through fundraising, grant-writing and developing additional revenue-generating programs.

MINIMUM QUALIFICATIONS:

Education/Experience: Masters degree and demonstrated related competencies in early childhood education or related field. Five to ten years of experience in school administration and teaching. Eligibility for Massachusetts Department of Early Education and Care Director II certification, first aid, and CPR.

Skills: Demonstrated ability to provide an appropriate environment for best practice in a laboratory early childhood education and care program; operate with the highest degree of integrity and confidentiality; assess complex and sensitive child, family, staff and programmatic issues, identify and implement solutions; interact with all levels of the organization. Leadership experience with individuals and groups. Excellent presentation, communication (oral and written) and interpersonal skills. Ability to organize and prioritize work, take initiative, resolve problems, manage teams and multiple tasks simultaneously. Experience with and demonstrated knowledge of early childhood education principles, practice and administration. Demonstrated commitment to supporting family and staff diversity in the CECE.