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Dr. Jsahna Simmons, ND
Chairperson

Tanya L. Poteat
Executive Director

Job Announcement

Director of Early Childhood Education

Join a leader in early childhood education programs where the quest for educational excellence is provided through a compassionate and caring team. Montclair Child Development Center, Inc. is looking for a talented Director of Early Childhood Education. As a member of the leadership team the Director of ECE will provide strategic advice, guidance, and direction on education programs based on national, state, and industry trends in early childhood education, will direct the early education program implementation including Early Head Start, Head Start, and state-funded preschool programs, ensure all agency children are engaged in a high-quality learning environment and serve as the primary point of contact for managing educational partners' relationships including the school districts.

The Director of ECE uses data to guide, monitor, and assess curriculum, CLASS, School Readiness Goals, Child and Teacher evaluations, Child Plus data, Professional Learning Communities, ECERS, ITERs, and for program planning, and monitors and keeps abreast of trends and new approaches in early childhood education, and develops innovative methods to improve student outcomes.

She/he works in collaboration with the Chief Financial Officer and site supervisors to develop and monitor the educational budget following the agency's fiscal policy; identifies grant opportunities and writes proposals and grants to enhance educational offerings, support teacher instruction, and improve student outcomes. *For a complete list of responsibilities please contact jobs@mcdcnj.org.*

Requirements: Master's degree in Early Childhood Education, Education, Human Services, or a related field; New Jersey Prek-3 Certification or equivalent, CLASS trained or certified; Minimum five (5) years of supervisory and management experience in Education; Experience using an accredited preschool curriculum with specific training/experience in High Scope or Creative Curriculum; Experience in leading a preschool facility Experience in aggregating, analyzing, and presenting assessment data; Teaching experience with 0-5 age group desired; Proficiency in written and verbal language skills; Basic skills in Google Suite, Microsoft Word, Excel, and Outlook. Bilingual skills in Spanish are preferred

To apply, please submit a cover letter and resume to: jobs@mcdcnj.org

Montclair Child Development Center, Inc. is an equal-opportunity employer.

*The mission of the Montclair Child Development Center, Inc. is to provide successful encounters that will embrace the child, empower the family and strengthen the community.
Montclair Child Development Center, Inc. is an equal opportunity provider and employer.*