

Position: Wee Dolphins Child Care and Preschool Director

The Chatfield School



Qualifications:

- Ability and desire to work collaboratively in innovative, team teaching setting.
- Ability to relate positively with children, colleagues, and parents.
- High level of interpersonal skills to communicate verbally and in writing.
- Desire to further developing a model child care and preschool program for Chatfield staff and families.

Education Requirements:

- Bachelor's Degree or higher in early childhood education/development **OR**
- Associates Degree or higher in early childhood education/development **OR**
- High School diploma/GED with a combination of 12 semester hours of coursework in Early Childhood Education and 960 hours of experience

Responsibilities will include:

- Overall coordination of child care and preschool program.
- Planning, implementation and monitoring of creative curriculum.
- Establishing positive involvement of and communication with parents including daily reports and writing a weekly newsletter.
- Maintenance of enrollment, attendance, billing, and other necessary records.
- Maintenance of observations of children's growth and development.
- Develop working relations and collaborate with other school staff and programs.
- Monitor licensing requirements for the program, self, and staff.
- Management of staffing and staff assignments.
- Other duties as assigned.

Additional details:

Comparable salary and full benefits package. Work schedule follows the school calendar and includes summer preparation work.

Start Date: August 2018

To apply please send letter of intent and resume to:

Mr. William Kraly, Co-Director
Chatfield School
231 Lake Drive
Lapeer MI 48446