

Mystic Learning Center, Inc.

MELC PRESCHOOL DIRECTOR I/II

- **Job Duties:**
 - Administer and supervise the MELC program
 - Help create an atmosphere that promotes positive teamwork/staff interaction
 - Provide responsible up keep of space
 - Assist in inputting family information into CCFA and EEC systems
 - Assist in contracting, invoicing, and reporting
 - Assist with in-service trainings and staff meetings
 - Assist with fundraising, special events, and grants
 - Supervise and schedule MELC staff
 - Conduct evaluations, supervisory meetings, and bi-monthly observations of staff
 - Assist with miscellaneous billing and fee collections
 - Assist in updating policies
 - Maintain DEEC Regulations
 - Maintain staff and child files
 - Oversee orientation of new staff
 - Assist with staff professional development
 - Oversee and delegate maintenance of emergency books, logs, lists, and first aid kits
 - Oversee IPMP and maintain schedule for safety, cleanliness, and maintenance
 - Assist in purchasing supplies
 - Oversee the administration of medications to children and maintain accurate records and proper forms; Administer medications in site coordinators absence
 - Conduct parent conferences when necessary
 - Oversee DESE & USDA Standards
 - Oversee monthly food roster, menus, and accurate record keeping/inventory
 - Assist with planning, implementation, and evaluations of learning experiences and field trips, monthly calendars, parent letters and information boards
 - Attend relevant meetings with youth serving agencies and the Mystic community
 - Maintain professional development and Professional Qualifications, PQ Registration, completion of Strong Start, and complete minimum 20 hours of training per year
 - Perform other duties as may be assigned by the Executive Director and Parent Board
 - Assume role with the absence of the Executive Director
- **Qualifications:**
 - Minimum Bachelor's Degree in related field or education as required by Department of Early Education and Care (DEEC)
 - EEC Professional Qualifications Certification as a Director I or II required
 - Previous experience working in an educational program for children and teens, or length of experience as required by DEEC
 - Previous experience administering a social service program or length of experience required by DEEC
 - Comply with BRC as required by DEEC
 - Comply with trainings and orientations as required by DEEC
 - Ability to relate well with low income community and local community agencies
 - Good organization and communication skills
 - CPR/First Aid training as required by DEEC
 - Physical examination, statement of limitations, immunity to MMR/ TB as required by DEEC
- **Benefits:**
 - Health, Dental, & Vision Insurance, Life Insurance; Vacation & Sick Time; Paid Holidays; Professional Development Opportunities; Higher Education or Credentialing Opportunities; Bonus Incentives
- **Hours:**
 - 40 hours per week year round with a flexible schedule during school vacations and summer
- **Salary:** \$20-\$23/hour