

Center Director:

The Teaching Tree's rapid growth demands that we find highly motivated, dynamic individuals to fill the role of Center Director. These opportunities are available in Fort Wayne, IN.

Role:

- Responsible for the overall day-to-day operations and general management of an education/daycare facility.
- Work to improve the quality and consistency of care and learning for all children enrolled in the center.
- Administer the facility's program objectives, curriculum, and activities.
- Market the center to the community and enroll new clients.
- Manage controllable costs such as materials and supplies.
- Interview, select and develop all center level personnel.
- Identify staff training needs and train staff according to Early Childhood Education concepts and policy and procedures.
- Maintain state licensing and health requirements of the center.
- Insure complete compliance with all state and local ordinances as well as any of The Teaching Tree policies.
- Support Owners in the development of improved policies and processes.
- All facets of Brightpoint/CANI (Community Action of Northeast Indiana)
- Collect weekly tuition from clients

Qualifications:

- Superior interpersonal and communications skills are a requirement.
- Demonstrated time-management skills and capabilities are a must.
- Proven ability to be flexible and take a very hands-on approach.
- Must have a strong customer-oriented focus.

Education Requirements:

(1) A Bachelor of Arts or Bachelor of Science degree from an accredited college or university in early childhood education or elementary education with a kindergarten endorsement and grades of C or better.

(2) Any Bachelor of Arts or Bachelor of Science degree from an accredited college or university must include one of the following A or B:

(A) Fifteen (15) credit hours in college level courses with documented content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger and grades of C or better.

(B) A CDA (Child Development Associate) credential.

(3) A two (2) year associate's degree in early childhood education from an accredited college or university, with a grade of C or better and a minimum of three (3) years of experience in an early childhood program

Compensation:

Salary will be commensurate with level of experience. Benefits include child care discounts, paid holidays, and paid vacation/sick days.

To apply please forward a resume to jobs@theteachingtree.com or fax to Recruiting at (888) 460-8733. Please reference the job for which you wish to be considered.

EOE