



# Job Opening

## FULL-TIME PRESCHOOL DIRECTOR

Waterman's Community Center, a 501 (c)(3) charitable corporation on North Haven Island, Maine, invites applications for a full-time Preschool Director for the 2023-2024 school year.

Want an amazing leadership experience filled with purpose and opportunity?... please join us! We are seeking an energetic, dependable, passionate individual to take the helm of Laugh & Learn Preschool, serving children ages one to five, for the foreseeable future starting with the 2023-2024 school year. Applicants must love working with young children and be capable of taking on the academic and physical demands this work requires. A flexible mindset, strong interpersonal skills, patience, creativity, and the ability to work in a collaborative environment are essential.

Our preschool team members are provided with ongoing training, tuition reimbursement, credential assistance, and support, with resources for ongoing professional career advancement in the early childhood field. We offer paid holidays and full-time staff qualify for benefits, health insurance and paid time off.

**Hours per day:** Full Time

**Compensation:** Salaried position based on \$21 - \$26/hour depending on credentials, experience and job performance.

**Benefits:** Silver level medical insurance for full-time employees  
Medical/Sick days after 6 months of employment.  
11 Paid holidays annually plus vacation days.  
Matching retirement contributions after one year of employment

**Application deadline:** As soon as a suitable applicant is found.

**For application and job description contact [office@watermans.org](mailto:office@watermans.org) or call Christie at 207-867-2100.**

### Required:

- Applicants must hold *or be qualified to hold* a minimum of level 5 on the Maine Roads to Quality Career Lattice and have a:
  - CDA in Early Childhood Education (ECE), Social Services, or a related field;
  - Or an Associate Degree in n ECE, Social Services, or a related field;
  - Or another Maine state approved ECE credential.
  - A Bachelor's degree is *preferred*
- Prior experience working in a preschool-aged program, preferably in a supervisory role.
- Exceptional people skills including, energy, excitement, and vision
- Strong writing, computer, and oral skills.
- The ability to problem-solve and navigate challenges.
- Current CPR and Pediatric First Aid Certificate (*within first 60 days of employment*)

### Suggested, not required:

- Maine DOE 081 Early Childhood Teacher Birth to School-Age Five Certificate
- Experience with curriculum planning, assessment, and classroom management.

**Waterman's is an Equal Opportunity Employer.**

**Waterman's Community Center, PO Box 526, North Haven, ME 04853 207.867.2100**



## Laugh & Learn Preschool Director Job Description

July 2023

- Oversee the general operation of Laugh & Learn Preschool, ensuring that it is safe, running smoothly, and of the highest quality possible.
- Maintain Maine DHHS childcare license and see that all policies and procedures meet State requirements.
- Manage preschool staff:
  - Schedule staff and see that all program goals are being met.
  - See that staff meet professional development requirements including CPR & First Aid, Mandated Reporter Trainings, annual State licensing training requirements, memberships of Maine Roads to Quality, etc.
  - Oversee regularly scheduled staff meetings for:
    - Informational and planning purposes.
    - Working with staff on curricula and lesson planning.
    - Seeing that staff are motivated and fulfilling their duties and requirements such as curriculum implementation, observations, lesson plans, etc.
  - Implement the annual student assessment schedule.
  - Implement the annual family conference schedule.
  - Assist staff as needed to see that conferences are informational, productive & helpful.
  - See that all staff have two performance review sessions annually.
- Oversee communication with parents including but not limited to:
  - Registration materials and annual calendar.
  - Family Handbook.
  - Informational emails.
  - Correspondence with individual parents as needed.
  - Schedule and facilitate monthly Parent Advisories.
  - Manage and implement family fundraising (with parent assistance).
- Maintain proper records and files.
- When possible, spend time in each classroom on a weekly basis.
- Communicate, and arrange resources with Maine Child Development Services and/or North Haven Community School as needed for individual students.
- With assistance of Operations Manager:
  - Maintain enrollment paperwork including tuition billing and payments.
  - Purchase preschool supplies and materials.
  - See that preschool food needs are met.
- With Executive Director
  - Collaborate on staff hiring, pay & contracts.
  - Collaborate on preschool budget oversight.