



**Assistant Director/Head Teacher
Children's Learning Center**

Position Summary:

The Children's Learning Center at Mitchell College is a preschool program that serves the children and families in Southeastern Connecticut. The program provides multiple opportunities to address a family's need for quality education. Emphasis is placed on family involvement, creating a link between the home and school, and ensuring that family members are actively involved in their child's early educational experience. The curriculum infuses a Reggio Emilia inspired approach based on principles that make children partners in the learning process. The classroom environment is shaped by each child's unique curiosity. As a laboratory school, the Children's Learning Center guides Mitchell College students to achieve their educational and professional goals through diverse and challenging internships.

The Assistant Director/Head Teacher (AD/HT) demonstrates leadership abilities by creating and maintaining a positive learning environment for all families enrolled. The AD/HT assists the Director in operating the center in accordance with Mitchell College policies, procedures and state licensing standards to provide an educational environment for children, staff and families that is nurturing and safe. The person in this position develops and implements weekly plans that are age-appropriate and used to stimulate all domains of child development while supporting a creative classroom environment that reflects the children's learning and growth. In the absence of the Director, the AD/HT assumes Director responsibilities and duties, and is responsible for all daily school operations in order to deliver exceptional customer service to families enrolled at the school.

Required Education and Experience:

- Bachelor's Degree in Early Childhood Education, Child Studies, or Human Development Family Studies with coursework leading to the CT 113 Prek-3 certification
- 3-4 years of professional teaching experience and 3 years of prior supervisory experience, including classroom leadership responsibility or professional administration experience in a child care center
- CPR/First Aid certification, along with proof of a physical examination within the last six months (including a TB test), and compliance with other background checks as required by the OEC/DPH licensing;
- Approved CT Head Teacher Certificate by OEC/DPH
- Knowledge of CT-ELDS and a Reggio Emilia inspired approach to curriculum

Mitchell College is a small, private college that has been an invaluable resource for southeastern Connecticut for over 75 years. Mitchell's personal, mentoring approach activates strengths in our students that allows them to achieve levels of success and leadership they may not yet have imagined for themselves. Mitchell has a strong tradition of celebrating and supporting diverse ways of learning, and is committed to the broader community through partnerships and internships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center, which includes the renowned Bentsen Learning Center.

This is an FLSA exempt level position, with full benefits, and is paid bi-weekly. For full consideration, please send an email of interest, your resume and 3 references (contact information or letters) to jobs@mitchell.edu. Positions will be filled when suitable applicant interest has been received. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

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