

Columbia School District

11775 Hewitt Rd. Brooklyn, Michigan 49230
Dr. Pamela Campbell, Superintendent
(517) 592-6641



April 17, 2019

NOTICE OF OPENING 2019/2020 School Year Child Care – Preschool Director Full-time Monday through Friday

Qualifications

Adult and Infant/Child CPR Certified

Director experience from a licensed Child Care facility is preferred

Must have one of the following:

- Bachelor's degree or higher in Early Childhood Education or Child Development.
- Bachelor's degree or higher in child-related field with 18 semester hours in early childhood education or child development and 480 hours experience.
- Associate's degree in early childhood education or child development with 18 semester hours in early childhood education or child development and 480 hours of experience. Valid Child Development associate credential (CDA) with 18 semester hours in early childhood education or child development and 960 hours of experience.

Excellent organizational, problem-solving, and time-management skills.

Maintain a professional appearance, attitude, and work ethic at all times.

Various Duties

- Responsible for daily operations, ensuring a safe and educational environment
- Communicate with parents on a regular basis
- Maintain accurate record keeping consistent with both state and district requirements, including MCIP reporting, employee files and child care licensing
- Manage staff and classroom scheduling accordingly
- Train staff on policies and procedures
- Display a friendly demeanor, have a love for children, and create a supportive, happy, and encouraging environment
- Manage and oversee budget, billing, accounts, and ensure that the program remains profitable

Deadline: Friday, May 3, 2019 - noon

Please send letter of interest, resume,
and any letters of reference to:
Monika Cook, Administrative Assistant
Columbia School District
11775 Hewitt Rd.
Brooklyn, MI 49230
monika.cook@myeagles.org