



Position Opening: Director of Early Learning Center

Type: Full-time Administrator

Application Deadline: Open until filled

Start Date: July 1, 2018

Maumee Valley is the only secular, PS-12 independent school in northwest Ohio and boasts an accomplished and diverse student body, rigorous academic program, and impressive college profile. A Maumee Valley education is Personal, Experiential, and Global.

DIRECTOR OF EARLY LEARNING CENTER

A Maumee Valley administrator is a guide who orchestrates learning for all constituencies in ways that are engaging, challenging and relevant. The successful candidate is a resourceful and innovative professional who utilizes a range of pedagogical techniques in order to reach all learners. All faculty, staff and learners will feel safe, respected and confident in the environment created by this candidate. We ask all of our administrators to do the following:

- Fully embrace [MV's mission](#), the [MV2020 Vision](#), and the [portrait of an MV graduate](#)
- Recognize and embrace [Diversity](#)
- Place student needs at the center
- Work collaboratively
- Personalize instruction
- Organize learning around experiences
- Structure learning to make global connections

The successful candidate for **Director of Early Learning Center** at MVCDS will be an outstanding leader who develops and fosters a team environment, with experience in both the classroom and in educational administration. The individual will have an understanding of, and successful experience working with, the developmental needs of students ages two through six. The Director of Early Learning Center is responsible for the academic, staffing, administrative duties and parent relationships for the Early Learning Center at MVCDS. The Director of Early Learning Center will advance the mission and vision of MVCDS and work collaboratively with the Head of School, the other Division Heads, and the senior administrative team.

Key Responsibilities and Duties:

- Design, schedule, and implement the Early Learning Center curriculum
- Incorporate Early Learning best practices and 21st century educational practices into the curriculum
- Oversee day-to-day operation of the Early Learning Center
- Assume the leadership of professional development, mentoring, and evaluation of teachers in the Early Learning Center
- Create and foster a collaborative, engaging Early Learning Center environment
- Build and maintain strong relationships with students, parents, and faculty
- Support the Admissions Office in the recruitment and evaluation of prospective students

Skills and Qualities:

The successful candidate will possess:

- Excellent communication and listening skills (verbal and written)
- Superior interpersonal skills
- Strong leadership skills
- Transparent and strong decision making skills
- The ability to seek and implement innovative solutions to challenges
- Flexibility and a sense of humor
- An attitude of professionalism and care

Background:

The ideal candidate should have the following:

- Masters Degree in Education or related field
- Minimum of three years teaching experience in an Early Learning Center
- Previous administrative experience in a school preferred
- Knowledge and implementation of Early Learning best practices and 21st century educational practices

Background check:

All Maumee Valley employees and volunteers must agree to a comprehensive background check.

HOW TO APPLY:

Please email your documents in PDF format to hr@mvcds.org.

Documents needed: MVCDS Application, cover letter, resume, three written professional letters of reference, and a copy of college transcripts.

Please use the title of the position in the subject line of your email.