



Rockville Day Care Association, Inc. (RDCA) is recruiting for the position of **Center Director** at our newest location in Bethesda, Maryland.

The Center Director is a full time position eligible for all benefits offered by the Association. This includes; health insurance, supplemental insurance, 401(k) plan, generous vacation and sick leave, and much more. The salary is competitive and will be reflective of relevant qualifications and experience. **The salary range is \$70,304 – \$76,960.**

Desired candidate must have at least a Bachelor of Arts Degree and must be able to be qualified under the Maryland State Department of Education (MSDE) in early childhood education (90 hour ECE certification), and in infant/toddler education (45 hour certification). Four or more years' experience as a child care center director is required. Experience in a large facility (100 plus capacity) is preferred. The ADA training is also a prerequisite. Other training certificates; Medication Administration, Director's Training, Breast Feeding, CPR & First Aid and Emergency Preparedness will be needed.

Applicant must have comprehensive knowledge of the Creative Curriculum®, the National Association for the Education of Young Children (NAEYC) accreditation process, and MSDE-Office of Child Care licensing regulations.

The Director position requires someone who can effectively manage a staff of over 60, ensure the safety, physical, developmental and educational needs of 170 children ages 6 weeks through 6 years are being met, is able to communicate effectively and responsively with families of enrolled children, can work collaboratively with liaisons of the government facility in which the center is located and can work cooperatively with administrators of the corporation to carry out the goals and mission of Rockville Day Care Association, Inc.

The Director will need to be flexible with their work schedule in order to meet the needs of the center. This supervisory role includes being able to either open the center at 7:30am or close the center at 6:00pm, on a rotating basis with the Education Director(s). Occasional shopping for program supplies and materials, and scheduled off-site meetings requires someone who has transportation.

Only applicants meeting requested qualifications will be considered. Please complete an employment application, provide a resume and supply copies of required certifications and degree(s). The employment application can be found on the RDCA website: rockvilledaycare.org (under careers section).

Required documents can be submitted either by:

Mail – Rockville Day Care Association 622 Hungerford Drive #26 Rockville, MD 20850

Fax – 301-762-3631

Email – info@rockvilledaycare.org

Contact – Maureen Bartkow at 301-762-7420 if you have any questions