



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

The Education 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 base salary begins at \$60,320.**

An applicant must have at least an Associate of Arts Degree in Early Childhood, or a Bachelor's Degree or higher in a related field. Applicant must 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 in the child care field is also required.

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

The Education Director will need to be flexible with their work schedule in order to meet the needs of the center and the infant/toddler programs. 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 Center Director. The Education Director position requires someone who can ensure the curriculum is being appropriately implemented through regular observation of classrooms, staff training and mentoring, parent education and communication, and working together with Association's administration. The Education Director for Infants/Toddlers will be responsible for ensuring compliance with all MSDE-Office of Child Care regulations pertaining to the classrooms serving this population. 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