BENNETT COLLEGE

Job Posting

Title: Director, Martin Dixon Intergenerational Center
Date of Posting: 10/25/18
Closing Date: Until Filled
Job Code: 18-1025BML
Department: Martin Dixon Intergenerational Center
Reports To: Provost

GENERAL SUMMARY:

To administer, supervise and implement an early childhood education program aligned with North Carolina Standards for Child Care Facilities, Bennett College regulations, goals and objectives and national standards for developmentally appropriate early childhood programs.

ESSENTIAL JOB FUNCTIONS:

- Maintain a physical environment that conforms to North Carolina Licensing Standards of Safety conducive to optimal growth and development of young children.
- Plan, implement and evaluate curriculum program activities that are developmentally appropriate for the setting and aligned to early childhood education standards.
- Collect and maintain data/records for students, staff, and the College.
- Develop and maintain partnerships and collaborations with Civic, Social, Business, as well as Parent Groups and Organizations.
- Assist with the registration of students.
- Collect and process tuition fees.
- Recommend staff based on North Carolina credentials and licensure.
- Supervise and evaluate staff.
- Process purchases; supplies, materials, and equipment.

- Develop an in-service program for staff that includes orientation, training and continuous staff development as outlined in an Individualized Professional Development Plan.
- Develop a Parent Involvement Program; PTO, Parent Mothers, Parent Fathers, Parent Lending Library, Parent Center, etc.
- Administer an evaluate Practicum Placements at the Laboratory School to support Bennett College, Guilford County Schools, and other area colleges.
- Research, develop, model, and implement "Best Practices" in educating young children.
- To keep abreast of educational standards and other guidelines and developments pertinent to the administration, supervision, and teaching of young children.
- Review and collect Curriculum Plans weekly.
- Monitor and assist with instruction on a consistent basis.
- Supervise and maintain the Observation Room and Observation Schedule.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Early Childhood Development.
- The ability to communicate, guide, direct, and model "best practices" in the area of early childhood education.
- Strong interpersonal and communication skills.
- The ability to work within a diverse community.
- The ability to work independently.
- The ability to project a professional image.

EDUCATION AND EXPERIENCE:

- BA or BS Degree in Early Childhood Education or related field
- Level III NC Child Care Administrator
- North Carolina License in Elementary Education or Early Childhood Education
- Valid North Carolina driver's license required

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at www.bennett.edu)
    - reference Job Code **18-1025BML**
- unofficial transcripts from every college and university attended
    - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

Applicant packets must be received ONLY by email at: hr@bennett.edu

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.