Job Description: Part Time Director/Lead Teacher

Half-Day Preschool/Pre-K Program

# Position Overview

We are seeking a dedicated and enthusiastic individual to serve as the Director/Lead Teacher for our half-day preschool program located in Dunstable for the 2025-26 school year. Our preschool is a non-profit program licensed by the MA Department of Early Education and Care. The preschool serves children aged 2.9 to 5 years old and includes one other teacher who will work alongside the Director/Lead Teacher. This position requires a passion for early childhood education, strong leadership skills, and the ability to create a nurturing and stimulating learning environment.

# Key Responsibilities

* Leadership and Management: Oversee the daily operations of the preschool program, ensuring a safe, clean, and engaging environment for children and staff. Work with the Executive Board to provide a quality program and collaborate with the Treasurer to create and maintain an operating budget.
* Curriculum Development: Design and implement a developmentally appropriate curriculum that meets the needs of all students, incorporating activities that promote social, emotional, cognitive, and physical development.
* Teaching and Instruction: Lead classroom activities and instruction, providing hands-on, interactive, and inclusive learning experiences for children.
* Staff Supervision: Provide guidance and support to the other teacher in the program, fostering a collaborative and positive work environment.
* Parent Communication: Establish and maintain open, regular communication with parents and caregivers, including conducting parent-teacher conferences and providing updates on children's progress.
* Regulatory Compliance: Ensure the program complies with local, state, and federal regulations. Maintain and prepare necessary documentation and records for the MA Department of Early Education and Care inspection, and implement any changes required as a result of the EEC inspection.
* Professional Development: Pursue ongoing professional development opportunities to stay current with best practices in early childhood education.
* Other administrative duties include: preparing all paperwork for the start of the school year, maintaining student files, booking field trips and special events, writing newsletters and other informational forms, purchasing supplies and equipment for the classroom, and working with the Treasurer to collect and record tuition payments.

# Qualifications

* Director I and Lead Teacher certification as required by the MA Department of Early Education and Care or the ability to become Director certified
* Minimum of 3 years of experience in early childhood education
* Strong understanding of child development principles and developmentally appropriate practices.
* Excellent communication, organizational, and interpersonal skills.
* Ability to create a positive and inclusive learning environment.
* CPR and First Aid certification (costs covered by preschool).
* Ability to pass a background check.

# Working Conditions

This position is part-time paying $23-$27/hour, requiring approximately 25-28 hours per week aligning with the half-day preschool program schedule. The preschool follows the public-school calendar, including paid holidays and school vacations. The program does not operate during the summer months, though there will be limited administrative hours for the Director. This opening is for the 2025-26 school year with the potential for orientation and onboarding before the end of the current school year.

# Application Process

Interested candidates are invited to learn more about our school at [www.maplevillagepreschool.com](http://www.maplevillagepreschool.com). Candidates may submit a resume and cover letter to info.maplevillage@gmail.com.

We are an equal opportunity employer and encourage individuals from all backgrounds to apply.