



***Are you an experienced Manager / Assistant Director with a background in early childhood education?***

The childcare industry is one of the fastest growing sectors in our economy. Our organization prides itself in providing an ideal setting for children to flourish and achieve the highest level of early childhood education available. We are seeking an experienced administrator/ director/ manager capable of providing superior leadership to the staff and delivering outstanding customer satisfaction to our families and customers. This position provides a challenging platform to accomplish professional ambitions while having a meaningful impact on the quality of life for hundreds of young children, their families, and the business community. Please apply online at [www.parksideclc.com](http://www.parksideclc.com) under Careers.

**Qualifications**

- BA in one or combination of; ECE, Business / Organizational Management or Communications.
- Proven experience in providing excellent customer service.
- Comfortable working in a fast paced environment.
- Prior experience in Human Resources/ laws/practices management is an advantage.
- 3+ years management experience in a licensed child care center setting, preferred.
- Able to meet the ME licensing requirements for Assistant Director / Director.

Integrity, Honesty, Trustworthiness, Selflessness.

**Skills**

- Ability to communicate clearly and effectively.
- Familiarity with NAEYC accreditation standards preferred.
  
- Proficient with Excel, Word and Outlook. Technology minded.
  
- Self starter, organized, able to manage multiple “schedules”.
  
- Adaptability; able to manage change.
  
- Decisive, responsive to the needs of highly valued customers and staff.

Attracted by a performance/results based bonus system.