



Director, Early Learning Center

College of Education and Human Development

University of Delaware • Newark, Delaware

With centers located in Newark DE and Wilmington DE, the Early Learning Center (ELC) supports families and children and serves as sites for early childhood teacher education and for research and field-based experiences for students from a variety of campus programs. The Director serves as a liaison between UD faculty, ELC staff, UD students and the community.

The Director oversees two Early Learning Centers. The Early Learning Centers provide full-day, year-round early care and education for over 250 children ages six weeks to five years, school-age before/after-care programming for kindergarten through third grade age children, and family supports in urban and suburban settings. The programs demonstrate continuity of care classroom models, serve young children and their families, support field placements for university students, and serve as research and program evaluation sites.

Accredited by the National Association for the Education of Young Children (NAEYC) the centers hold 5-star ratings from Delaware Stars for Early Success. The Early Learning Centers support a dedicated team of over 50 full time and 30 part-time early childhood education professionals – and welcome over 200 undergraduate students engaged in learning or research each academic year. The Centers maintain several community partnerships, including a collaborative partnership with New Directions Early Head Start to provide early head start services.

MAJOR RESPONSIBILITIES

Leadership

- Provide strong and innovative leadership that supports a mission and vision of the programs aimed at serving children and families, UD students, and faculty.
- Collaborate with stakeholders to establish, implement, and monitor a strategic plan.
- Supervise, coach, and mentor the members of the administrative team; prepare, conduct, and/or review annual performance appraisals.
- Collaborate with Associate Directors to guide curriculum development, professional development, classroom assessment and supervision to support continuous development of all staff.

Program Operations and Management

- Oversee program operations for both programs to include maintenance of NAEYC accreditation, 5-Star Designation in Delaware's QRIS, and child care licensing.
- Collaborate with the centers' Business Administrator to oversee all fiscal management and planning for both programs to ensure self-sustaining budgets.
- Support the overall needs of the center operations, including effective management of resources, personnel, space and time.

Research and Funding

- Support on-site research and data collection, inclusive of collaborations with faculty; serve as a partner on grant opportunities, management and reporting for program development and research; oversee program data management, analysis and reporting.
- Work with the UD Development Office to secure gifts, foundational grants, and to support alumni outreach efforts.

Community Partner

- Establish, maintain, and lead community partnerships and outreach with state agencies and programs serving young children and their families; coordinate interagency agreements and act as liaison with the broader early childhood education community.
- Establish and maintain collaborative efforts with local agencies, non-profits and state agencies in the area of early care and education, such as New Directions Early Head Start.

• QUALIFICATIONS:

- Ph.D. or Ed.D. in early childhood education or related discipline and five years of experience with child development programs, or an equivalent combination of education and experience. Ph.D. or Ed.D. in early childhood education preferred.
- Success in administration of a high-quality early care and education program required.
- Strong interpersonal and communication skills and a deep commitment to diversity are required.
- Ability to work with children, families, staff, students, faculty and community partners from diverse communities.
- Ability to apply theoretical and applied knowledge of child and adult development and learning, family sciences and inclusive early childhood education.

The University of Delaware is an Equal Opportunity Employer that encourages applications from minority group members, women, individuals with a disability and veterans. The University's Notice of Non-Discrimination can be found at <http://www.udel.edu/aboutus/legalnotices.html>. Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

Our Story

The Early Learning Center (ELC) was opened in 2004 as an extension of the UD College of Education and Human Development. Our program includes two facilities, ELC Newark and ELC Wilmington located in the Neighborhood House. As a University practicum site, the ELC serves UD students, faculty and researchers while providing a nationally accredited program through the National Association for the Education of Young Children. We pride ourselves on the diversity represented in our community and invite all community members to apply.

The ELC provides a model of quality early care and education services for children and their families which supports the academic and research programs of the University.

www.elc.udel.edu

For more information, contact the Office of Human Resources at 302-831-2171

www.udel.edu/udjobs



Human Resources