



**Community Recreation Association**  
400 Main Street • Dalton, MA 01226  
413-684-0260 • [daltoncra.org](http://daltoncra.org)   

## **CRA JOB OPPORTUNITY – Preschool Director**

**DATE:** June, 2024  
**SUPERVISOR:** Pre-School Director  
**HOURS:** 40 hours  
**CLASSIFICATION:** Full Time–Exempt

### **GENERAL SUMMARY**

The Community Recreation Association, Inc. (CRA) is currently seeking a highly motivated and professional Preschool Director for our new classroom which opens in September 2024. This is a year-round, 40-hour per week position.

### **RESPONSIBILITIES**

The Director is responsible for all aspects of establishing and operating a full day preschool classroom. This includes leadership of day-to-day operations including staff management and development, curriculum, enrollment, and communications.

### **ESSENTIAL JOB FUNCTIONS:**

- Hire and train teachers and other staff as needed for the preschool classroom.
- Lead a team of teachers and other staff in the establishment and operation of the preschool classroom.
- Establish enrollment processes that ensure children are enrolled efficiently, acclimated smoothly into their classroom, and monitored to ensure success.
- Function as primary contact person for parents/guardians on enrollment, assimilation, progress, and all other matters pertaining to the preschool.
- Regularly select and/or develop curriculum for a preschool children’s education program that is fun, educational, appropriate for the classroom and supports social emotional development.
- Implement classroom management practices that ensure a safe, secure, and orderly preschool environment is always maintained.
- Regularly monitor, evaluate, and develop preschool staff ensuring a “continuous learning” culture is developed and fostered and that classroom management practices are continuously improved.
- Develop an annual budget for the preschool ensuring needs are met and profitability targets are realized.
- Perform other duties as assigned.
- Uphold and promote the values of the CRA.

### **QUALIFICATIONS**

This position requires a Director Certification from the Massachusetts Department of Early Education and Care and a minimum of 3 years’ experience as a leader in a children’s education capacity. Possession of a bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field is strongly preferred. More information on qualifications can be found here <https://www.mass.gov/info-details/early-education-care-positions>

**Send your resume and cover letter to:** [tvreeland@daltoncra.org](mailto:tvreeland@daltoncra.org) or  
Community Recreation Association, c/o Taylor Vreeland, Administrative Director,  
400 Main Street, Dalton, MA 01226

*The CRA is an Equal Opportunity Employer*