



# Job Vacancy

## Preschool Program Director

In a nonprofit, State Licensed,  
City of Madison Accredited  
Child Care Center

Red Caboose is in search of our next Preschool Program Director. We need a solid, experienced leader who's ready for a challenge as we transition to a new 21,000 square-foot child care facility in the next year. The successful candidate will be motivated by our mission of providing high quality, loving child care to a diverse array of Madison families.

**What's special about Red Caboose?** We are one of Madison's oldest and most respected non-profit, state licensed, City of Madison-accredited child care organizations. Because of our dedication to inclusivity and our unique sliding-scale tuition and scholarship programs, we serve a distinctively diverse set of families. We provide the same loving, play-based care and education to kids whose families have financial means as we do to children whose families are experiencing long-term financial hardship or homelessness. We do all this with a dedicated staff team of early childhood professionals.

### **Job Description:**

The Preschool Program Director is responsible for the overall curriculum development and implementation for the center. This position supervises the Lead Teachers & Nutritional Coordinator. Responsibilities include meeting licensing and accreditation requirements and standards, ensuring that a beneficial environment for the children is maintained and ensuring the expectations of the USDA Food Program are upheld. This is a full-time, salaried position. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The Preschool Program Director reports to, is accountable to, is supervised by and evaluated by the Executive Director.

**Wages:** Negotiable. This is a salaried position.

**Hours:** Full Time, M-F, hours may vary, along with occasional evenings and weekend hours

**Benefits:**

- Sick and vacation time
- Pension plans
- Health insurance or HRA
- Holiday pay
- Dental insurance
- Flexible benefit plan
  
- Child Care discount
- Staff Development
- Long term disability

**Experience & Qualifications:**

- at least 3 years' experience teaching in a licensed & accredited child care center
- at least 2 years' experience supervising staff and managing administrative tasks
- degree in education or related field, along with completed or currently enrolled in the Administrator Credential
- strong working knowledge of WORD and EXCEL
- strong organizational and time management skills, and excellent written and verbal communication skills
- knowledge of best practices and developmentally appropriate curriculum, City of Madison accreditation standards and State Licensing requirements, problem solving and leadership skills

The search process for our next Preschool Program Director is open and will continue until the right match is found. We will start evaluating applicants on April 15.

Resumes accepted now and until an employment commitment is completed.

**TO APPLY - Send a resume and cover letter to  
Jason Anderson, Executive Director at [director@redcaboosedaycare.org](mailto:director@redcaboosedaycare.org)**

**Red Caboose Child Care Center, Inc.  
[redcaboosechildcare.org](http://redcaboosechildcare.org)**

**AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER**