Director of Operations

Center for Early Childhood Education and Intervention (CECEI)
University of Maryland, College Park

Background on the Center for Early Childhood Education and Intervention:
The Center for Early Childhood Education and Intervention (CECEI), in the College of Education at the University of Maryland, is a joint initiative between the Department of Counseling, Higher Education and Special Education and the Department of Human Development and Quantitative Methodology. The mission of the CECEI is to conduct high quality research on early childhood education and early intervention programs in order to inform State and Federal policy, to translate research into scalable education programs and best practices, to build capacity in schools and communities, and to promote family engagement in their children’s education.

Background on Maryland Early EdCorp:
The Center for Early Childhood Education and Intervention (CECEI) at the University of Maryland has developed the Maryland Early EdCorp CDA Apprenticeship program to recruit and prepare 125 individuals new to the child care field. Participants will receive 160 hours of professional development in both pre-service and weekly sessions. They also receive onsite mentor coaching while placed in a high quality child care setting serving children and families with complex access issues (children with disabilities, experiencing homelessness, engaged in the child welfare system, who are dual language learners, and/or live in poverty).

Director of Operations for Maryland Early EdCorp:
This is a full-time position through June 30, 2024 and potentially beyond, depending on funding and performance. The position is based at the University of Maryland, College Park with opportunities for some telework. Some occasional within-state travel will be required.

Position Description:

- Report to the Associate Project Director
- Manage the fiscal and operational components of the project including logistics, budget, and contracted services
- Recruit and facilitate relationships with partner child care center sites hosting apprentices to ensure compliance with project requirements
- Manage contracts and invoicing, and facilitate project activities such as onboarding, coursework delivery, apprenticeship site engagement, and reporting
- Recruit and collaborate with Associated Trainers delivering coursework and provide instruction on an as needed basis
Minimum Qualifications:
- Master’s degree in Early Childhood General or Special Education, Human/Child Development, Psychology, or related field
- Evidence of budget and project management skills
- Evidence of strong communication skills, both oral and written
- Proficiency in general office software (including word processing, spreadsheets, and presentations)
- Excellent interpersonal skills and ability to foster collaboration
- Strong time management skills and ability to organize and coordinate multiple tasks at once
- Attention to detail and ability to work autonomously, and as part of a team to meet set deadlines

Preferred Qualifications:
- Familiarity with Google Workspace and other office productivity tools; with the aptitude to learn new software and systems
- Professional work experience
- Experience working in an early childhood education setting

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

Note: A criminal background check is required as a condition of employment at UMD.

For best consideration, please send all materials by 9:00 A.M. on September 5th, 2023. Applicants should submit the following materials electronically: Cover letter summarizing qualifications, a current resume, informal and formal writing samples, and contact information for three individuals who may be contacted by the committee as references. Only fully complete application packages will be reviewed.

All inquiries, nominations and applications should include the subject line “Director of Operations” and be sent to: earlyedcorp@umd.edu.