



## **TOWN OF RUTLAND JOB POSTING DIRECTOR OF SAFE PLACE**

The Town of Rutland seeks qualified applicants for the position of Director of Safe Place. The Director is responsible for the development and administration of the town-wide, self-funded programs on a year-round basis including the management of facilities, maintenance of state licensure of the Safe Place Programs at the Naquag Elementary School and the Club House at Glenwood Elementary School, and overall coordination of Safe Place programming for participants. The Director oversees all matters of fiscal management, policy, rules and regulations, procedures, operations, planning, staffing, discipline, enforcement of all laws and by-laws within the town's legal jurisdiction, and coordination with outside agencies/departments on program-related matters. This is a 35 hours/week salaried MTP 3 management position. Salary is commensurate with qualifications and experience. Rutland offers a competitive benefits package.

Candidates must possess a minimum of a Bachelor's degree in Childhood Development, Early Childhood Education, Elementary Education, or a related field; elementary teaching certification is strongly preferred; three to five (3-5) years of prior management work experience preferably in a municipal setting with at least six (6) months experience working directly with school age children; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Email cover letter, resume, completed Town of Rutland employment application, 3 professional references, and copies of required educational attainment documents and certifications to [selectmen@townofrutland.org](mailto:selectmen@townofrutland.org) – Subject: **“Safe Place Director Search”**, or mail required application materials to Town Administrator Margaret Nartowicz, 246 Main Street, Rutland, MA 01543 by **Friday, August 18, 2017 at 4:30 p.m.** Applications submitted by the deadline will be given full consideration. Please visit [www.townofrutland.org](http://www.townofrutland.org) for a complete job description and employment application.

AA/EOE

Posted: August 7, 2017