

Vera Hansen

Director of Child Care

📞 (603) 555-7284 ✉ vera.hansen@example.com

🌐 linkedin.com/example/verahansen 📍 Nashua, NH 03060

STRENGTHS

- ⚙️ **Operational stewardship**
Managed staffing, enrollment, facilities, records, and resources together. Teams gained clearer daily priorities and steadier classroom coverage.
- 👥 **Staff development**
Built orientation, coaching, evaluation, and training routines. New teachers received practical guidance, and peers sought support during challenging transitions.
- ♥️ **Family partnership**
Used meetings, events, newsletters, and responsive follow up to strengthen trust. One concern often became a constructive planning conversation.
- 🙋 **Inclusive curriculum**
Joined observation evidence with family input to adapt activities for individual needs and cultural backgrounds. Classrooms became more welcoming and responsive.
- ✅ **Regulatory readiness**
Reviewed policies, credentials, records, and safety practices before issues surfaced. Consistent follow up gave leadership greater confidence in compliance.

SKILLS

Child care leadership

Early childhood education

Licensing compliance

Curriculum development

Child assessment

Enrollment management

Staffing ratios

Budget management Recruitment

SUMMARY

Child care and **early childhood education** leader with 14 years of progressive experience across classroom practice, curriculum leadership, center operations, and formal management. Directs licensed programs serving infants through prekindergarten children, with responsibility for enrollment, staffing ratios, budgets, facilities, records, family relationships, and **New Hampshire Child Care Licensing** compliance. Leads recruitment, orientation, coaching, evaluation, professional development, policy review, and operational planning across multiclassroom environments. Uses observation and assessment information to guide individualized programming and coordinates with families, **school district learning specialists**, and **early intervention professionals**. Presents program data and financial considerations to senior stakeholders while building trust with staff and community partners. Committed to safe, inclusive learning environments, cultural awareness, belonging, and sustainable services that support children, families, and teaching teams.

EXPERIENCE

Center Director

Riverbend Early Learning Center 📅 August 2022 - Present 📍 Nashua, NH

Direct a licensed early learning center serving approximately 120 children across infant through prekindergarten classrooms. Own enrollment, staffing, budgets, facilities, records, curriculum, compliance, **family engagement**, and senior leadership recommendations.

- Directed infant through prekindergarten operations for approximately 120 children while maintaining required staffing ratios.
- Built licensing readiness through policy reviews, credential tracking, record audits, **safety practices**, and corrective follow up.
- Led recruitment, orientation, coaching, evaluations, and **professional development** for teaching and administrative staff.
- Used child observations and assessments to guide individualized **curriculum** adjustments for emerging developmental needs.
- Presented enrollment, staffing, budget, facility, and resource information for senior leadership decisions.
- Strengthened **family orientation**, **parent meetings**, newsletters, concern response, and specialist coordination across classrooms.

Assistant Director

Merrimack Children's Academy 📅 July 2018 - July 2022 📍 Manchester, NH

Supported multiclassroom operations and teaching teams while balancing enrollment, classroom composition, staff coverage, records, licensing requirements, family communication, curriculum planning, and budget needs.

- Balanced **enrollment**, **classroom composition**, staff coverage, and daily priorities across multiple learning environments.
- Guided onboarding, coaching, classroom observations, and performance documentation for **teaching teams**.
- Coordinated curriculum planning and **assessment** reviews around individual developmental needs.
- Maintained licensing documents, attendance **records**, staff files, and required operational records.
- Monitored purchasing and budget needs using enrollment patterns, classroom priorities, and available resources.
- Resolved family concerns through orientations, events, referrals, and consistent **communication** with community partners.

Lead Preschool Teacher

Lakes Region Child Development Center 📅 June 2015 - June 2018 📍 Laconia, NH

Performance management

Staff development

Family engagement

Early intervention

Policy development

Records management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Center Director at Riverbend Early Learning Center (4.1 Years)

Assistant Director at Merrimack Children's Academy (4 Years)

Lead Preschool Teacher at Lakes Region Child Development Center (3 Years)

Preschool Teacher at Seacoast Early Childhood Center (2.7 Years)

Early Childhood Teaching Assistant at Pine Hill Early Learning Program (1.2 Years)

Led a preschool classroom while shaping inclusive routines, developmentally appropriate learning, assessment documentation, family conferences, staff mentoring, ratio coverage, and coordination with learning specialists.

- Led **inclusive** preschool learning for up to 20 children through developmentally appropriate classroom routines.
- Used structured observations and assessment **records** to create individualized plans and guide family conferences.
- Coordinated schedules and teaching assignments to maintain ratios and continuity of supervision.
- Mentored newly hired teachers in **curriculum** planning, documentation, family communication, and classroom practice.
- Partnered with families, learning specialists, and **early intervention professionals** on classroom strategies.
- Prepared family updates, event materials, and curriculum documentation for center planning.

Preschool Teacher

Seacoast Early Childhood Center 📅 September 2012 - May 2015 📍 Portsmouth, NH

Delivered play based preschool instruction aligned with developmental goals and licensed procedures, while documenting progress, supporting family communication, and adapting activities for varied needs.

- Delivered play based learning experiences aligned with developmental goals and licensed program **procedures**.
- Documented child observations for curriculum planning, family conferences, and developmental review.
- Established consistent routines for learning, meals, outdoor activity, and transitions.
- Adapted activities for developmental levels and cultural backgrounds using observations and family input.
- Communicated with families about progress, expectations, activities, and classroom routines.
- Contributed to meetings covering **curriculum**, licensing, safety, training, and professional learning.

Early Childhood Teaching Assistant

Pine Hill Early Learning Program 📅 June 2011 - August 2012 📍 Keene, NH

Supported supervised preschool operations while completing graduate study, applying coursework in child development and inclusive education to learning materials, observations, records, routines, and family communication.

- Supported preschool routines and learning activities under lead teacher supervision during graduate study.
- Prepared developmentally appropriate materials for small group and individual learning.
- Recorded objective child observations for lead teacher review and activity planning.
- Maintained attendance, classroom **records**, and confidential family communication materials.
- Supported **safe** transitions, outdoor activities, meals, and classroom routines through active supervision.
- Applied child development and inclusive education coursework to supervised classroom practice.

PROJECTS

New Hampshire Licensing Readiness 📅 2024

Created a recurring review approach for policies, credentials, records, safety practices, and corrective actions, supporting consistent readiness across licensed center operations.

Family Engagement and Assessment System 📅 2023

Connected observation records, family meetings, classroom planning, and specialist referrals, giving teaching teams clearer information for individualized early learning support.

LEADERSHIP & AWARDS

- New Hampshire Early Childhood Leadership Network, Peer Mentor, 2021 to Present
- Regional Early Learning Directors Roundtable, Program Planning Volunteer, 2020 to Present

- New Hampshire Early Childhood Master Professional Credential, 2024

EDUCATION

Master of Education in Early Childhood Education

Keene State College 🎓 GPA: 4.0 📅 2012 📍 Keene, NH

Coursework: *Child Development, Inclusive Education, Curriculum Planning, Early Childhood Assessment*

Bachelor of Science in Early Childhood Education

Plymouth State University 🎓 GPA: 4.0 📅 2010 📍 Plymouth, NH

Coursework: *Early Learning Methods, Family Engagement, Classroom Management, Educational Psychology*

CERTIFICATIONS

- New Hampshire Early Childhood Master Professional Credential 📅 2024
- Education Administration Credential, New Hampshire 📅 2018
- Pediatric First Aid and CPR Certification 📅 2026

TECHNICAL SKILLS

- **Early Childhood Practice:** Developmentally appropriate practice, Play based learning, Inclusive education
- **Licensing and Compliance:** New Hampshire Child Care Licensing, Policy review, Corrective action tracking
- **Assessment Systems:** Child observation, Developmental assessment, Individualized planning
- **Center Operations:** Enrollment management, Classroom composition, Staffing ratio planning
- **People Management:** Recruitment, Performance evaluation, Staff coaching
- **Professional Development:** Staff orientation, In service training, Credential tracking
- **Family Communications:** Parent meetings, Family orientation, Newsletter coordination
- **Community Partnerships:** School district coordination, Early intervention referrals, Municipal relationships
- **Financial Administration:** Budget monitoring, Purchasing, Financial model review
- **Records and Data:** Attendance records, Staff files, Program data presentation
- **Safety and Facilities:** Safety practices, Facility oversight, Grounds management
- **Communication Platforms:** Website communications, Email communication, Presentation materials

PROFESSIONAL AFFILIATIONS

- New Hampshire Early Childhood Leadership Network, Member and Peer Mentor
- Regional Early Learning Directors Roundtable, Program Planning Volunteer

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST