

Preschool Executive Director

Full time position · Competitive compensation commensurate with education and experience

Job Responsibilities include:

Ensure appropriate safety, supervision, protection and guidance to children and staff
Supervise, hire, train and regularly meet with staff
Develop programming and curriculum
Manage Preschool operations
Set and maintain operational budget
Recruitment of prospective families
Meet with and report to Preschool Board of Directors

Essential Functions:

- Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child. This should be done based on the goals and general curriculum that meet the Montana Early Learning Standards and the Center's vision of play-based learning and kindergarten readiness.
- Ensure that child care routines are carried out in a manner that is prompt, hygienic, and consistent with the good child development principles.
- Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures. Substitute for staff as needed.
- Operate the classroom in compliance with all child care licensing standards, and The Children Center Employee and Policy Handbooks.
- Maintain, as close to full as possible, classrooms through enrollment efforts.
- Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.
- Ensure the curriculum and environment promotes the Center's educational vision.
- Follow CACFP guidelines for food purchased and served.
- Budgets – create and follow a budget for the Center while completing monthly billing statements, collecting tuition, and pay all Center bills on time.
- Collect staff time cards and issue paychecks semi-monthly and maintain all records pertaining to staff leave accrued and taken. Handle employee issues and provide leadership in which all staff aim to achieve high standards.
- Ensure that parents receive adequate information about their child's experiences at the center through daily contacts and regularly scheduled parent conferences.
- Maintain written records designed to evaluate each individual child, staff and Center operations.
- Plan and implement Center fundraising events and complete grant applications.
- Ensure staff provides daily care and observation individually to each child to meet the Center's Handbook and the State and Center's policies. Immediately report signs of concern or need to the family and/or Board of Directors.

- Use equipment and supplies safely and conscientiously, keeping physical environment clean and orderly.
- Maintain confidentiality of child and family information at all times.
- Inspect the school site and equipment for potential safety hazards; taking corrective action, updating school policies or informing the Board of Directors.
- Contribute to the operation of the center by participating in staff meetings and sharing information gained through attendance at workshops, professional reading and trainings. Research, implement training with the staff.
- Work as a member of a team to ensure continuity and a high standard of quality in all classrooms in the center.
- Perform other work as required.

Education and Experience:

- Must have a high school diploma, be on the Early Childhood Practitioner Registry, level 2, (or willing to do so prior to starting), be 18 years of age and have three years' experience in a licensed child care facility or Head Start.
- A bachelor degree or higher in early childhood education, psychology, special education, music or social work is preferred if also combined with experience teaching in a part-day or full-day program.
- If hired, must complete the program management essentials course within 60 days of becoming a director or successfully complete an approved new director orientation such as program essentials.
- Must be capable of ensuring compliance with all applicable administrative rules within the Montana State regulations, chapter 37.95.624 for Child Care Centers.

Required Skills and Abilities:

- Must have a warm and supportive attitude and disposition toward working with children, their families and the team of staff at the center.
- Must be reliable, self-motivated, and comfortable managing people.
- Must be flexible in receiving assignments or adapting to changes in the program.
- Must be willing to accept supervision in order to improve work performance.
- Must have excellent oral and written communication skills.
- Must excel at organization and attention to detail.
- Must be willing to attend 16 hours of paid annual training in the field of early childhood development.
- Verification of required immunizations and consent to a criminal background and credit check is required.
- Must be physically able to perform the job of director.
- Must be confident with business and budget management as well as current with state and federal daycare laws and requirements.
- Must be current or willing to become current in CPR and First Aid.
- Ability to work in the office and the classroom are required. Ability to travel within the city for meetings or operational tasks is also required.

To Apply: Send cover letter and resume to: ccpreschoolboardofdirectors@gmail.com
Closing date: May 31, 2019