
WARROAD COMMUNITY CHILDCARE CENTER

Job Description: Director

Work Location: Warroad, MN

Division/Department: Administrative Team; Leadership Team

Reports to: Board of Directors

Supervises: All Childcare Center Staff

Position: Full-time

Warroad Community Childcare Center is an Intergenerational Center which celebrates diversity. We are committed to creating an inclusive environment for students, staff, and volunteers.

PURPOSE OF POSITION

The Director will be responsible for the high-level operations of the center which includes coordinating the planning, development, and management of the center to ensure the highest quality care services are provided to meet and exceed the standards of compliance with all licensing and board policy. The Director will execute quality management of the center by upholding the highest health, safety, and cleanliness standards to offer a loving, supportive environment for students, families, community, and staff. The Director possesses effective communication skills in mentoring, leading, training, and correcting performance concerns of all staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Knowledge and competency of MN Rule 3
- Program policy development, knowledge, and enforcement, includes working with Board of Directors to create/update all policies, forms, and parent handbook
- Provide leadership to all center staff/volunteers:
 - Internal training of staff on policies and procedures
 - Ensure compliance with staff policies, procedures, and staff performance
 - Ensure compliance of all local, MN center licensing guidelines, and MDH food service requirements
 - Supervision of classroom structure, daily schedule, work attendance, leave requests, and staff interactions with children and parents
 - Work closely with the teaching staff to develop or identify an appropriate curriculum that meets that needs of MN state licensing, Parent Aware, and the families we serve
 - Assist with student behavior guidance
 - Maintain Teacher, Assistant Teacher, and Aide records – ensure proper licensing and qualifications
- Create and monitor a budget, work with the Board of Directors to approve expenditures and additional funding sources. Work with the Board of Directors to identify additional fundraising strategies.
- Seek out grant opportunities for programs and write grants for these programs.
- Enrollment management and communication related to new inquiries
 - Management of student waiting lists, in cooperation with Leadership Team and Lead Teachers
- Event coordination and enrichment program coordination, in cooperation with staff
- Identify communication tools for teachers/parents to build positive relationships
- Meet with parents and teachers to address any developmental concerns and progress, including addressing any learning or behavioral issues
- Media and marketing communication, including website and social media development and maintenance
- Facility management, including monitoring and acquisition of supplies, monitoring the health and safety of the facility and equipment, facility improvement to remove safety hazards, schedule and coordinate monthly inspections and required drills, and maximize use of space
- Manage the food program requirements as outlined by the state, includes training staff on the execution and delivery of food to children at the center
- Staff acquisition, including advertising, interviewing, hiring, and training of staff, includes completion of MN licensing required background checks, including fingerprints and photographs
- Additional duties as assigned

INTERGENERATIONAL PROGRAMMING

- Intergenerational Learning program development, planning, and scheduling
- Work with representatives from the Warroad Senior Living Center to implement meaningful programming
- Monitor the intergenerational interactions to be beneficial for the seniors and children
- Work closely with the teachers to prepare lessons that are meaningful
- Willingness to have fun with staff, seniors, and children

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- Must be 18 years of age or older
- Has an appropriate degree in early childcare teaching, development, or other formal education
- Must have or be willing to get at least 1,040 hours of paid or unpaid staff supervision experience
- Must have or be willing to get at least nine quarter credits or 90 hours earned in any combination of accredited courses in staff supervision, human relations, and child development
- Have or be able to obtain First Aid/Pediatric and Adult CPR Certification
- Enroll in “Develop: The Minnesota Quality Improvement & Registry Tool” to complete required Professional Development and Trainings

KEY COMPETENCIES

To execute this job successfully, an individual must be able to perform each essential duty. The requirements below are representative of the knowledge, skills, and/or ability required to do so:

- Reliable, regular attendance
- Flexible schedule to accommodate needs for program services, supporting staff in conducting their tasks, including some long hours, evenings, or possible weekends
- Effectively organize, prioritize, solve problems, and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem-solving abilities
- Excellent communication skills from verbal communication with parents and staff, to written communication for policy and promotional material
- Good crisis management, able to remain cool and composed in a crisis
- Classroom experience to understand how to handle a group of children, the important of child development knowledge, and how to establish classroom structure
- Understanding of local, state, and federal childcare regulations/statutes
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and the community
- Ability to maintain the integrity of confidential employment, client, and business information
- A positive ambassador of the Warroad Community Child Care Center. You represent the center by your actions and by your language.
- Display a positive, professional, and respectful demeanor at all times toward employees, peers, professional contacts, and families we serve.
- Pass a background check prior to hire
- Must have a valid driver’s license and be insurable

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Director is occasionally required to:

- Regularly walk, stand, kneel, bend, and sit on the floor, as well as sit at a desk
- Occasionally provide supervision to children that may include classroom and/or playground

PHYSICAL DEMANDS, CONTINUED

- Frequently lift and/or move up to 10 pounds. Occasionally lift up to 40 pounds
- Specific vision abilities required by this job include: close vision, distance vision, and the ability to adjust focus
- Specific hearing abilities required by this job include: ability to hear co-workers when working on team projects or at meetings, as well as ability to hear young children in the classroom and/or on the playground

WORK ENVIRONMENT

The Director will be located primarily in an office, as a member of a team. An office/desk space will be provided for paperwork and planning. The Director will also be expected to be active in student classrooms, engaging with teachers, aids, and students throughout the workday.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Board of Directors. All requirements are subject to change over time.

LEARN MORE AND SUBMIT YOUR RESUME AT:

hello@warroadchildcarecenter.org