

**Explorers Academy
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Child Care Director

WORKSITE: 521 Custer Avenue
Billings, MT 59101

RATE: **\$20.00/hour** DOE

OPENING DATE: July 5, 2017

CLOSING DATE: July 31, 2017

JOB DUTIES: See Job Description

QUALIFICATIONS: Bachelor's Degree in a related field and 2 years experience in a licensed child care facility

WORK SCHEDULE: **Daytime Monday-Friday**
Part-time 25 hours/week* 52 weeks/year**

*Shift may be split to allow for before and after school care.
**Summer hours are extended to full-time 40 hours as needed.

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed
Head Start Application Form

**Human Resource Director
Head Start, Inc.
615 North 19th Street
Billings, MT 59101**

Head Start, Inc. is an Equal Opportunity Employer

Position Description

Explorers Academy

Functional Title: Child Care Director
Supervisor: Executive Director
Salary: \$20.00/hour DOE
FLSA: Non-Exempt
Position Status: Part-time 25 hours/week* 52 weeks/year**

*Shift may be split to allow for before and after school care.

**Summer hours are extended to full-time 40 hours as needed.

Position Summary

The Child Care Director is responsible for ensuring the child care center is operated according to high standards and maintaining a reputation for excellence. The Director must be dedicated to representing Explorers Academy positively to the community. The Director is responsible for building a team of individuals who are committed to providing inspiration to children and outstanding customer service to families.

DUTIES AND RESPONSIBILITIES

On a daily basis the Director will be responsible for:

- Ensuring developmentally appropriate practices are in place in the center.
- Conducting tours for prospective parents and enrolling new families.
- Creating and implementing local marketing plans to drive enrollment.
- Ensuring licensing standards are met and assisting in the accreditation process for the center.
- Assisting child care providers with the weekly development and execution of program activities.
- Monitoring and managing the financial progress of the center.
- Ensuring a safe environment for the children in the center.

ESSENTIAL SKILLS

- Must maintain self-control and manage difficult or emotional situations with tact and professionalism.
- Must maintain confidentiality.
- Must communicate clearly, both orally and in written format.
Must be organized to ensure timely and accurate documentation of records and reports.
- Must demonstrate respect and sensitivity for cultural, racial and economic differences.
- Must treat others with respect and consideration to foster a teamwork environment.

- Must be able to use technology and understand its application to organizational and/or departmental function.

EDUCATION AND EXPERIENCE REQUIREMENTS:

In order to be considered for this position, you must meet all the state licensing requirements, including:

- Must have a Bachelor's Degree in Child in a related field.
- Must have 2 years experience working in a licensed child care facility.
- Must maintain CPR and First Aid certifications (may be completed on the job).
- Must pass background checks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit.

While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Noise level is usually moderate.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.