

Job Summary

We are seeking a highly motivated and dedicated individual to join our team as Director of Little Joe's Early Childhood Center. As Director, you will play a crucial role in overseeing the overall operations of our Early Childhood Center, ensuring a safe and nurturing environment for children.

In this role, you will be responsible for managing and leading a team of childcare professionals, developing, and implementing policies and procedures, and maintaining compliance with state regulations. The ideal candidate will have excellent communication and leadership skills, a strong passion for working with children, and the ability to multitask effectively.

Responsibilities

- Oversee the daily operations of the childcare facility, ensuring the safety and well-being of all children.
- Recruit, hire, train, and supervise a team of childcare professionals, providing ongoing support, scheduling, and guidance.
- Develop and implement curriculum and programming that promotes the physical, cognitive, and social development of children.
- Maintain compliance with all state and local regulations, including licensing requirements.
- Foster positive relationships with parents and families, addressing any concerns or questions in a timely and professional manner.
- Manage the budget and financial operations of the childcare facility, ensuring efficient use of resources.
- Conduct regular staff meetings and professional development sessions to enhance staff knowledge and skills.

Requirements

- Bachelor's degree in early childhood education or child development. (See Addendum 1 below for other qualifications that are also accepted)
- Minimum of 3 years of experience in a leadership role in a childcare setting preferred.
- Knowledge of state and local regulations regarding childcare operations.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Ability to work well under pressure and adapt to changing circumstances.
- CPR and First Aid certification.
- Knowledge of child development principles and best practices.
- Ability to pass a background check.

Salary: \$55,000 - \$60,000 Based on experience

Benefits:

- Health Insurance (100% of single plan, 75% of family plan)
- 401K with employer contributions.
- Vacation and sick leave.
- Discounted childcare and tuition at St. Joseph's Catholic School.

If you are looking for a long-term career opportunity and want to be part of a FUN, creative and energetic team that has a positive lifelong impact on children, we invite you to apply today!!

Send your resume to peberle@bismarckdiocese.com or Narcel.Clark@k12.nd.us

Also, check us out at www.stjparish.com or www.stjschoolwilliston.com or follow us on Facebook.

Addendum 1

- a) b. A bachelor's degree with at least six months of experience in a childcare center or similar setting and one of the following:
 - (1) Eight semester hours or twelve quarter hours of department-approved early childhood education or child development.
 - (2) One hundred twenty hours of department-approved early childhood training; or
 - (3) A director's credential approved by the department.
- b) An associate degree in the field of early childhood education or child development with at least six months of experience in a child care center or similar setting;
- c) An associate degree with at least one year of experience in a childcare center or similar setting and one of the following:
 - (1) Eight semester hours or twelve quarter hours of department-approved early childhood education or child development.
 - (2) One hundred twenty hours of department-approved early childhood training; or
 - (3) A director's credential approved by the department.
- d) A teaching certificate in elementary education with at least six months of experience in a childcare center or similar setting.
- e) A current certification as a child development associate or successful completion of a department-approved diploma program with emphasis in early childhood or childcare, with at least one year of experience in a childcare center or similar setting; or
- f) Certification from a Montessori teacher training program with at least one year of experience in a Montessori school, childcare center, or similar setting and at least one of the following:
 - (1) Eight semester hours or twelve quarter hours of department-approved child development or early childhood education.
 - (2) One hundred twenty hours of department-approved early childhood training; or
 - (3) A director's credential approved by the department.