

WCCC Director Job Posting

The Warroad Community Childcare Center is seeking a passionate and dedicated Director to lead our team and support our mission of providing a safe, nurturing, and enriching environment for local children. This is an exciting opportunity to make a lasting impact on families, staff, and the future of our community.

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. Specific duties are as follows:

RESPONSIBILITIES:

- Program policy development, knowledge, and enforcement
- Work with Board of Directors to create/update all policies, forms, and parent handbook
- Provide leadership to all center staff/volunteers
 - Internal training of staff in 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 the needs of MN state licensing, Parent Aware, and the families we serve. Work closely with the teaching staff to develop or identify an appropriate child assessment program that meets the 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 expenditure and additional funding sources. Work with the Board of Directors to identify additional fundraising strategies.
- Seek out grant opportunities for programs and writing of 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
- Intergenerational Learning program development, planning, and scheduling
- 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
- Completion of MN licensing required background checks, including fingerprints and photographs
- Additional duties as assigned

QUALIFICATIONS:

- Must be at least 18 years of age
- License from the Minnesota Department of Education for Early Childhood OR Elementary Education with a kindergarten endorsement
- Enroll in “Develop: The Minnesota Quality Improvement & Registry Tool” to complete required Professional Development and Trainings
- Have hours of paid or unpaid staff supervision experience

WORK SCHEDULE:

The assistant director works a 32–40 hour week and must schedule hours to meet responsibilities to the center.

SALARY/BENEFITS:

Based upon education, performance and experience.

HOW TO APPLY:

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience to admin@warroadchildcarecenter.org. Include any applicable licenses or certifications related to this position.

Applications will be reviewed as they are received and the position will remain open until filled.