**Family Promise of Gallatin Valley, (FPGV) Inc.**

**Rising Stars Early Learning Center Director Job Description**

**Title:** Early Learning Center Director

**Classification:** Exempt; with evenings and weekends as required

**Reports to:** Family Promise Gallatin ValleyExecutive Director

**Job Summary:**

The Family Promise Rising Stars Early Learning Center Director, with the assistance of an assistant director, will oversee the center facilities which include three infant rooms and four preschool rooms, with a potential enrollment of 96 infants, toddlers, and preschoolers from zero to 5 years of age. The Rising Stars ELC operates programs and services during extended daytime hours, including evenings and weekends.

The Center Director will uphold FPGV’s Vision and Mission statements:

* The Family Promise Rising Starts Early Learning Center is a community-based center that will provide developmentally appropriate child care and ealy learning opporunities for infants, toddlers, and preschoolers.
* At Rising Stars, we help families in our community achieve sustainable independence by offering a Safe, Trusting, Accepting, Respectful, Secure, learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

**Responsibilities and Duties:**

***Administration***

* Recruit, hire, and train teachers and staff.
* Ensure adherence to all Federal, State, and Local statutes governing the operation of child care facilities, including maintenance of staff to child ratios, and completion and submission of all required reports.
* Oversee the ELC’s marketing and communication strategy to ensure robust communications with parents and/or guardians and outreach to the Bozeman community.
* Prepare, implement, and monitor the Center’s budget, providing management and oversight of income and expenditures, including but not limited to: tuition collections, scholarship application awards and disbursements, payroll, purchases, acquisition of services, resource management, and classroom and facility supplies.
* Liaise with partners to develop and coordinate programs that enhance the education and development of the students and families of the Rising Stars Early Learning Center.
* Submit monthly and quarterly budget, enrollment, and personnel reports to the Family Promise Gallatin Valley Executive Director.

***Leadership and professional development***

* Supervise and direct all early learning center staff including early childhood lead teachers, assistant teachers, paraeducators, and other support staff.
* Assist staff members in resolving conflicts among themselves and children.
* Attend parent teacher conferences when needed. Provide mentoring and training to help staff improve their teaching and professional skills.
* Facilitate regular staff meetings.

***Supervision (Staff and children)***

* Ensure that all staff are following policies and procedures to keep children and staff safe and the ELC operating in an efficient and organized manner.
* Guarantee facilities within the ELC are well maintained, clean, and meet state regulations.
* Prepare an evaluation of all teachers and teacher’s aides at least twice yearly to include classroom observation, a written evaluation and follow up discussion with the person being evaluated.
* Teach and monitor children when needed (i.e. staff-to-child ratios are not at state requirements for any reason).
* Provide assessments or support lead teachers in providing progress reports of students.

***Academic programming***

* Continuously review curriculum to ensure it is effective for the children attending Rising Stars Early Learning Center.
* Design programs to ensure that each classroom meets or exceeds developmental and state education standards and requirements.
* Review teacher created lesson plans.

***Other***

* Maintain on-going communication with the Executive Director and other staff.
* Be on-call for emergencies pertaining to the facility, staff, and children.
* Other duties and tasks assigned by the Executive Director of Family Promise Gallatin Valley.

**Knowledge/Skills/Abilities:**

***Knowledge***

Preferred Qualifications:

* Master’s degree in Early Childhood Education, Elementary education, or related degree.
* Three or more years of experience in a leadership position within the early childcare field.
* Certification in first-aid and CRP training including infant and child first-aid and CPR.
* Must have a Center Director certification from Montana DPHHS or submit required licensing paperwork within one week of hire date. Failure to obtain required Center Director certification will result in termination.
* Experience working with infants, toddlers, and preschoolers and their families.
* Experience with early childhood curriculums and assessment methods.
* Experience administering assessments to infants, toddlers and young children.
* Have knowledge of the Montana Day Care licensing regulations.

***Skills***

* Be able to resolve conflict and deescalate child crisis situations.
* Proficient oral and written communication skills.
* Intermediate to advanced Microsoft Office Suite computer skills.
* Ability to relate to a diverse, and sometimes vulnerable, population.

***Ability to***

* Work in a dynamic and, at times, energetic environment with multiple distractions including children of all ages.
* Work collaboratively with other facility staff.
* Independently coordinate, initiate, and pursue work and projects.
* Engage in effective oral and written communication with staff, families, and the community.
* Maintain strict confidentiality with respect to records and information of families, staff, and children. FERPA
* Be committed to furthering their own and their staff’s knowledge and professional skills within the early childcare education field.
* Develop and maintain a positive working culture for staff and families.