



Ennis Community Children's School
est. 1982

Job Title: Director

Reports to: Board of Directors

Starting Wage: \$15/hour

Job Purpose: To ensure the safety and well-being of the children at ECCS by fulfilling our mission and coordinating daily operations.

Job Requirements:

1. Must have one of the following:
PR level 4 or higher, PR level 3 plus 2 yrs experience in licensed facility, PR level 2 plus 3 years experience **OR** bachelor degree or higher in any field plus training approved by the department
2. Must pass criminal background check
3. Must be current on required immunizations
4. Must hold First Aid and CPR Certification
5. Current on Practitioner Registry
6. Complete Program Management Essentials (within 60 days)
7. Complete orientation courses (within 90 days)
8. Must have sufficient language skills to communicate with children and adults.

Primary Responsibilities:

1. Actively engage with the children through teaching, modeling and play.
2. Develop and implement preschool curriculum, after-school/summer activities and daily operations by creating monthly activity calendars, lesson plans, daily activities chart, snack plan, etc.
 - a. Delegate and supervise staff members in the delivery of curricular activities, daily operations, after-school and summer activities.
3. Learn and oversee staff in the implementation of the rules and regulations that govern employee conduct as described in the ECCS Employee Handbook and Parent Handbook.
 - a. Report any issues to Board of Directors.
 - b. Facilitate regular staff meetings and report the results to the Vice Chair of the Board.
4. Oversee and handle issues at the school involving communication with parents about incident and accident reports, disciplinary action, and referral to outside agencies.

5. Coordinate information to the parents and community through monthly newsletters, monthly activity calendars, Tadpoles program, social media (Facebook, newspaper), email, phone call, face-to-face, etc.
6. Execute administrative duties including record keeping, attendance via Tadpoles program, staff scheduling, snack planning, ordering supplies for facility, etc.
7. Communicate and execute requirements involving licensure with the state of Montana (child care license, submitting new staff paperwork, oversee child immunization records, staff trainings, fire codes, sanitation codes, etc.).
8. Organize Child and Adult Care Food Program (CACFP)

Auxiliary Responsibilities:

1. Participate in fundraising activities for ECCS.
2. Remain current on issues and trends in early childhood education.
3. Attend Board meetings, training programs and conferences as required by the State of Montana and/or the Board.
4. Prepare periodic reports on the status of the program to the Board.
5. Earn 16 continuing education units annually after the initial 23 and keep in compliance with STARS requirements.