



ʔaluspuʔús
Hearts Gathered

skʷant sənmaʔmáyaʔtən
Waterfall School

1B Smitkin Drive, P.O. Box 767, Omak, WA 98841
www.heartsgathered.org

Phone: 509-422-5653, Fax: 509-422-5656
info@heartsgathered.org

Childcare Development Director Job Description

Mission and Purpose of Hearts Gathered

Hearts Gathered is a nonprofit 501(c)(3) organization. The mission of Hearts Gathered is to help revitalize the use of the Native languages and cultures of the Colville Reservation. Hearts Gathered's purpose is to operate Native language immersion schools at which the Native language(s) will be used as the language of instruction to produce fluent Native speakers who are highly knowledgeable and skilled learners. Hearts Gathered is governed by its Board of Directors. We aspire to perform our mission and purpose in the form of a full-time language immersion Montessori prepared environment for our children.

General Role of Position

To plan, coordinate, budget and manage the daily successful operation of a childcare center; to plan and develop a Montessori Assistants to Infancy program (birth to three years); and to supervise employees at the childcare center following applicable regulations and Hearts Gathered guidelines.

Qualifications:

Education/Certification:

- Bachelor's degree in education with an emphasis in Montessori education, child development or early childhood education
- Must be able to be certified as a director of a childcare center per the state or tribal regulations
- Knowledge of and skill in nsəlxcin preferred; willing and dedicated to advancing personal knowledge and skill in nsəlxcin.

Special Knowledge/Skills:

- Thorough understanding of childcare center operations
- Strong organizational, communication, public relations, computer and interpersonal skills
- Ability to coordinate center functions
- Ability to implement policy and procedures
- Knowledge and implementation of state/tribal childcare guidelines and licensing
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practices
- Accepts and respects differences in children, parents and coworkers

Revitalizing Native languages of the Colville Reservation through immersion schools

- Ability to manage a budget

Experience:

- Three years' experience as a classroom teacher of young children
- Three to five years' experience managing childcare facilities

Key Responsibilities and Duties:

Instructional Management and Curriculum Development

1. Maintain, at all times, high quality childcare standards based on developmentally appropriate practices.
2. Plan and develop a Montessori Assistants to Infancy program (birth to three years).

Personnel Management:

3. Supervise all staff members of the childcare center, including substitute staff.
4. Oversee hiring process and orientation for all new staff.
5. Provide accurate and meaningful annual performance evaluations for all childcare staff.

Professional Growth and Development:

6. Collaborate with the executive director and education director to plan and develop a Montessori Assistants to Infancy program (birth to three years) to further fulfill the mission of Hearts Gathered.
7. Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
8. Maintain qualifications as a childcare center director.
9. Oversee the training and professional development of all childcare staff, ensure staff background checks and confirm necessary licenses are valid.
10. Continuously increase personal level of Spanish fluency; speak with children and staff in Spanish, as much as possible.

Management of Fiscal, Administrative and Facilities Functions:

11. Develop a budget for the center and establish controls to assure that the center adheres to the budget.
12. Ensure the program is cost-effective and funds are managed prudently.
13. Manage the accounting and oversee accounts payable and receivable.
14. Develop marketing plan, developing public relations and advertising campaigns as necessary.
15. Oversee the day-to-day functions of the childcare center and manage staff.
16. Develop and implement policies and procedures, in collaboration with the executive director, for the operation of the childcare center.
17. Assure consistent compliance with all applicable regulations, including maintenance of regular fire, health and other inspections.
18. Coordinate the annual licensing of the childcare center with the state or tribe, as applicable.
19. Oversee the maintenance of files according to regulations.
20. Maintain open, consistent and effective communication with parents.
21. Provide reliable, accurate and timely information about the childcare center to interested parties.
22. Attain and maintain membership in relevant professional organization.
23. Assist in other projects as assigned by the executive director.
24. Follow all rules and policies of Hearts Gathered and follow directives from supervisors.
25. Perform any and all duties and functions as assigned.

School and Community Relations:

26. Articulate the mission of Hearts Gathered and of the childcare center to employees and other stakeholders and solicit support in realizing the mission.

- 27. Use appropriate and effective techniques to encourage community and parent involvement.
- 28. Represent the center in a professional, courteous and positive manner at all times.
- 29. Promote a positive, caring climate for learning for staff, students and parents.
- 30. Deal sensitively and fairly with persons from diverse cultural backgrounds.
- 31. Communicate effectively with staff, students and their families.
- 32. Communicate policies to parents.
- 33. Meet with parents of prospective students to determine whether the center is a good fit for the family.
- 34. Successfully advance initiatives of Hearts Gathered.

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

I acknowledge that I received the employee policies and procedures handbook.

Signature

Date

Printed Name _____