

Job Vacancy Announcement
for
Publication on the Early Childhood Project Job Board



Job Information

Job Title: Director

Program Name: Sapphire Early Learning Center

Location of Job: Stevensville, MT

Hours/week: 40

Wage/Salary: \$40-45,000/year plus \$300 sign on bonus

Job Description:

Director for a non-profit, licensed childcare center serving families with children ages 0-5 and offering after school care, kindergarten - 4th grade needed in Stevensville, MT. The Director is responsible to plan, organize, implement, and coordinate the services of the childcare program, exercising independent judgment and decision-making authority as delegated, including budget, policies, procedure, and staff supervision. Under general direction, the Director operates the childcare program to conform with institutional goals and state daycare licensing provisions, maintaining the center's accreditation. Responsibilities include the overall management of the center's early childhood program and its operation, facilitating, planning, and coordinating of the children's education programs and activities.

Job Requirements

Education:

High School Diploma or equivalent required.
Bachelor's Degree in Early Childhood Education, Child Development or related field preferred

Experience:

Minimum of two (2) years experience in a licensed child care facility with at least one (1) year in a management role
Specialized Training and/or Licensing
Must meet the state licensing requirements of the position of Director.
Must complete the state program management essentials course within 60 days of hire or successfully complete an approved new director orientation such as a program essentials
Must have, or the ability to obtain within 30 days of hire, current Adult, Infant and Child CPR and First Aid certification.

Other Requirements: Must possess or be able to obtain by the time of hire, a valid Montana State Driver's License without record or suspension or revocation in any state for three years. No felony convictions or disqualifying criminal histories within the past seven (7) years.

Application Requirements

Application Requirements:

Please fill out an application at www.a2zpersonnel.net or email resume to support@a2zpersonnel.net.

Application Deadline: Hiring immediately, open till filled

Contact Name: Jillian Shearer

Contact Phone: (406) 777-1662

Contact Email: support@a2zpersonnel.net

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**