

EXECUTIVE DIRECTOR

THE POSITION

Kids Rock! Child Care Center has an exciting opportunity for an energetic, organized, and motivated professional to join us as our EXECUTIVE DIRECTOR in Luverne, MN. In this role, you will oversee the opening of a new childcare center, hire a team of passionate staff, and ensure the delivery of an exceptional learning and developmental experience for both children and their families. Potential candidates must be organized, detail-orientated, self-motivated, reliable, and able to lead in a fast-paced, highly professional environment. The Executive Director reports to the Board of Directors for the management of Kids Rock! and will conduct all aspects of the Kids Rock! program in accordance with the Minnesota Department of Human Services Rules and Regulations, Chapter 5903.

SALARY RANGE

Competitive salary commensurate with other highly regarded childcare operations in the region

Benefits include:

- Paid Time Off
- Paid Holidays
- SIMPLE IRA Match
- Company-sponsored Health Insurance
- Paid Professional Development

MAJOR ROLES & RESPONSIBILITIES

The Executive Director is responsible for the daily operations of the childcare center in the areas of family communication, administration and management of the center, safety and protection of children, development and implementation of policies and procedures, ongoing hiring and supervising of staff, and compliance with all applicable laws and regulations governing the childcare center.

The Executive Director shall demonstrate a belief in lifelong learning and possess effective communication skills in mentoring, leading, training, and correcting performance concerns of all staff and volunteers. Essential functions necessary to the position include evaluating classroom structure, the daily schedule, and staff interaction with children and parents. This includes supervising the implementation of a developmentally appropriate curriculum based on Early Learning Standards and emphasizing learning through play for literacy, STEAM, physical, and social development for all ages of children. The Executive Director identifies potential problem areas throughout the center and acts quickly to execute effective solutions. The Director must be flexible and adaptable to meet the needs of children, family and staff.

ADDITIONAL SPECIFIC RESPONSIBILITIES INCLUDE:

- Obtain and maintain licensure including preparing the center for the pre-licensure inspection.
- Develop policies and procedures and all documentation necessary to comply with licensing requirements.
- Develop and manage the center operating budget which includes overseeing payroll, billing, accounts payable, and weekly staff scheduling.
- Understand financial statements and overall principles of sound business operations.
- Interview and hire staff; provide guidance and leadership to train, supervise, and evaluate staff.
- Build retention of families and staff through communication, high quality programming, and a positive culture and atmosphere.
- Develop and implement a marketing plan to promote the center, build enrollment, and maintain positive customer/community relations.
- Maintain open lines of communication with staff, families, and board of directors.
- Facilitate and participate in regular meetings with the board of directors.
- Plan and execute fundraising efforts to help support the center operations.

MINIMUM QUALIFICATIONS

- Must be at least 18 years old
- Be a graduate of a high school or hold an equivalent diploma
- Have at least 1,040 hours of paid or unpaid staff supervision experience
- Have at least nine quarter credits or 90 hours earned in any combination of accredited courses in staff supervision, human relations, and child development
- Meets the qualifications of a teacher specified in Minnesota Rules part 9503.0032
- Certification in first aid and CPR required within 3 months of hire; must be maintained by obtaining recertification as necessary
- Must pass MN DHS Background Study

DESIRED QUALIFICATIONS, BACKGROUND AND EXPERIENCE

- Bachelor's Degree in Early Childhood Education, Child Development, Human Relations or related field.
- Three years of direct management experience as a Director of a childcare center, non-profit or similar operation.
- Two years of experience in early childhood teaching or serving as assistant director.
- Proven ability to manage and lead a diverse team of staff.
- Strong knowledge and experience with regulatory agencies such as MN Rule 3, Child Care Assistance Program (CCAP), Parent Aware, Early Learning Scholarships, Child and Adult Care Food Programs (CAFCP) or the ability and willingness to learn.
- Experience in budgeting and financial management.
- Strong verbal and written communication skills, plus a basic knowledge of technology and its use

PERSONAL CHARACTERISTICS

We are looking for a proactive, solution-oriented leader with excellent organizational and communication skills and a proven record of maintaining effective relationships who can:

- Build strong parent relationships.
- Grow a strong team - hire, train & lead a diverse staff.
- Work with and train staff to effectively work with all children, including challenged and underprivileged children - to make a difference!
- Provide excellent leadership and problem-solving abilities when dealing with stressful situations and conflict resolutions.



ABOUT US

Kids Rock! Child Care Center, Inc. is a non-profit organization created for the purpose of operating a community-based childcare center, addressing the need for adequate childcare services in Luverne and Rock County. Our mission is to build a rock-solid foundation that prepares children to thrive socially, emotionally, physically, and academically. Our vision is to invest in children for the future of our communities. We believe a community-based childcare center will fill a critical role in the social infrastructure of a healthy community, allowing children, families, businesses, and communities to thrive.

OUR VALUES

These are the core values that we believe in:

- Celebrate every child. (Because Kids Rock!)
- Keep work fun!
- Do things the right way.
- Quality care and trust.
- High Tech. Big Hearts.
- Always a community partner.

To apply, please complete the online application and submit resume, cover letter and references at:

www.kidsrockchildcare.org/executivedirector/

Position will be posted until filled. First review date 4/30/24.