



EXECUTIVE DIRECTOR

Department	Administration
Reports To	Kids Rock! Board of Directors
Supervisory Duties	All Kids Rock! Staff
FLSA Status	Full-time, Salaried, Exempt

POSITION DETAILS

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

Professional/Technical Duties and Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed, with or without reasonable accommodation. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Respond to a wide variety of requests and problems of center concern.
- Facilitate and participate in regular meetings with the board of directors.
- Oversee all day-to-day operations, scheduling staff and maintaining a safe, nurturing, and developmentally appropriate environment that meets or exceeds MN DHS licensing rules (Minnesota Rule 9503.0010 et seq.)
- Develop and manage the annual budget, ensuring financial stability and adherence to sound accounting practices.
- Oversee payroll, billing and accounts payable.
- Oversee all aspects of facilities management, ensuring a clean, safe, and well-maintained environment that meets DHS licensing rules (Minnesota Rule 9503.0040).
- Develop and maintain positive relationships with community partners, including school districts, social service agencies, and other stakeholders in the early childhood education field.
- Stay current on best practices in early childhood education, child development, and relevant state and federal regulations.
- Perform other job-related duties as assigned.

Supervisory Duties and Responsibilities

- Provide strategic vision and leadership to ensure the overall success and sustainability of the center promoting collaboration, professional development, and staff retention.
- Make final decisions and manage hiring, onboarding, discharges, promotions, demotions, transfers and serious disciplinary action for all staff.
- Evaluate staff performance, provide feedback and conduct performance appraisals.
- Create and enforce center policies and procedures.

POSITION REQUIREMENTS

Knowledge, Skills and Abilities

- Proven ability to lead and manage a high-performing team.
- Proven ability in early childhood teaching in a childcare setting.
- Thorough knowledge of childcare center pre-licensing and ongoing licensing requirements.
- Proven ability in budgeting, financial management, fundraising, and grant writing.
- Ability to build retention of families and staff through communication, high quality programming, and a positive culture and atmosphere.
- Ability to develop and implement a marketing plan to promote the center, build enrollment, and maintain positive customer/community relations.
- Strong verbal and written communication skills, plus a basic knowledge of technology and its use.
- Strong knowledge and experience with regulatory agencies such as MN DHS Rule 3, Child Care Assistance Program (CCAP), Parent Aware, Child and Adult Care Food Programs (CAFCP) or the ability and willingness to learn.
- Certification in first aid and CPR required within 3 months of hire; must be maintained.

Minimum Requirements and Qualifications

- Must be at least 18 years of age
- High school diploma or equivalent
- Minimum of 6 months of staff supervision experience (staff supervision means responsibility to hire, train, assign duties, and direct staff in day-to-day activities and evaluate staff performance.). Three years of direct management experience as Director or Assistant Director within a licensed childcare center or similar operation preferred
- Minimum 2-year degree (at least nine quarter credits or 90 hours earned) in any combination of accredited courses in staff supervision, human relations, child development, early childhood education, or business management. Bachelor's Degree in Early Childhood Education, Child Development, Human Services or related field preferred.
- Must meet the education and experience qualifications of a teacher specified in Minnesota Rules part 9503.0032
- Must pass MN DHS Background Study

CORE COMPETENCIES

- Relationship Building
- Team Leadership
- Inclusive Care
- Communication & Interpersonal Skills
- Financial Acumen
- Problem-Solving & Conflict Resolution

OUR CORE 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.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name

Employee Signature

Date

EEO Policy: Kids Rock! is committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.