



CENTER DIRECTOR JOB DESCRIPTION

MORNINGSTAR LEARNING CENTER OVERVIEW: Morningstar Learning Center's mission is to fill a critical void in Big Sky's basic community infrastructure by providing accessible, affordable and high-quality childcare services. Morningstar Learning Center serves children from ages 6 months to 5 years of age.

POSITION OVERVIEW: The Center Director works closely with and reports to the Executive Director on all aspects of the organization's management, daily operations, finances, programming, strategic planning, and organizational development. The Center Director ensures successful program implementation, coordinates with the administrative team, teachers, and families to facilitate the goals set forth by the Executive Director and Board of Directors. The Center Director assists the Executive Director in building Morningstar with a growth mindset, routinely evaluating and improving the product in order to provide excellent service to the Big Sky community.

SPECIFIC DUTIES:

Program Administration & Management:

- Act as liaison between the staff, families and community
- Implement policies and procedures as set forth by the Board and the bylaws
- Hold and maintain Montana state daycare licensing, if applicable
- Hire and manage staff with the assistance of the Executive Director
- Set measurable operational and service goals under the direction of the Executive Director
- Identify the required resources to achieve goals

Daily Operations:

- Communicate with the Administrative Team, teachers and families to identify the changing needs of the policies and procedures
- Manage family accounts and billing
- Manage staff schedules and child enrollment
- Management of staff contracts
- Be available on property for interaction with staff or families

Financial Management:

- Develop the budget and the funding development plan with the Executive Director
- Be responsible for budget management
- Prepare and maintain complete and accurate financial records
- Advise the Finance committee of the Board
- Help establish tuition rates and work with the board on tuition assistance
- Manage scholarship funds
- Monitor and pursue alternate program funding as designated by the Executive Director

REQUIRED SKILLS:

- Experience and/or comfort interfacing with and reporting to an Executive Director
- Excellent written and oral communication skills
- Strong organizational skills
- Ability to foster a sense of teamwork and shared responsibility for the care and well-being of students, staff, parents and community
- Ability to understand and manage complexities of a growing preschool and day care
- Ability to establish and maintain interpersonal relationships
- Ability to define problems, and resolve them quickly and appropriately
- Proficient in software applications (MS Word, Excel) and able to learn and use other basic 3rd party computer/web applications for billing and bill paying
- Ability to think strategically, set priorities, and plans to achieve goals
- Ability to manage confidential information and situations in a professional manner

PREFERRED EDUCATION & EXPERIENCE:

- Minimum of 3-5 years of leadership, business and/or management experience
- Bachelor's degree in business administration, nonprofit management, early childhood development or a related field preferred
- CPR and First Aid Certified

COMPENSATION & BENEFITS:

- Competitive Salary: \$60,000-\$70,000 DOE
- Performance Based Bonus
- Group Health Insurance
- Health and Wellness Benefits

TO APPLY:

Please send your resume and cover letter to: morningstar.bigsky@gmail.com