

VACANCY ANNOUNCEMENT

POSITION: CHILD CARE SUPERVISOR

OPENING DATE: Monday, July 31, 2017

CLOSING DATE: Monday, August 14, 2017

SALARY: According to SCC Salary Scale

RESPONSIBILITIES AND DUTIES:

- Develop and implement program operating policies and activities as required
- Formulate the annual program budget and expend funds according to institution and state guidelines; responsible for ensuring that program operates within budgetary parameters established.
- Plan, develop, schedule, and /or provide in-service training and evaluation of child care staff
- Ensure that the center and staff conform to federal, state, and local rules, regulations and licensing requirements
- Recruit and schedule children for the child care center; maintain accurate records on children enrolled in the program to include their development, attendance, immunization and general health; conduct program registration, and maintain appropriate files and waiting lists
- Prepare reports to Child Protection Services and other agencies to ensure the safety and well-being of all children cared for at the center.
- Confer with parents on a regular basis to discuss the development of the enrolled children
- Maintain public relations with parent, prospective clients and Student services
- Order and maintain child care supplies and equipment
- Prepare and maintain administrative and business reports and records of the child center; record all fee payments and prepare billing statements, billing late payments and follow-up actions when necessary; review income and expense, prepare billing reports on child care center use
- Develop grant or contract proposals, implement contracts with child care funding agencies
- Assist child care center staff in preparing for and presenting early childhood programs and activities; direct the organization and follow-up of special activities; assist as necessary with duties of instructional assistance.
- Ensure that problems encountered by staff are resolved; alter policies or procedures to ensure smooth operation of program.
- Ensure compliance with CCDF Funds and Montana State CACFP programs; Completes end of year reports and Submits Grants yearly and/or bi-yearly
- Recruit and hire temporary substitute staff
- Completes and enters timesheets and personnel action forms for payroll; SRF forms for P.O.'s and Check requests as needed to maintain child care facility
- Supervise, coach and encourage staff
- Evaluate Staff performance
- Take corrective action when necessary

- Develop monthly and yearly statistics about number of participants, costs of equipment, supplies and maintenance

QUALIFICATIONS:

- A.A. Early Childhood Education or related field required/Bachelor's Degree in Early Childhood Education or related field preferred, experience in child care.
- Excellent written and oral communications skills.
- Current CPR and First Aid Certificate or be willing to obtain within 90 days of hire.
- Current finger print/background check.
- Current physical stating ability to lift 30 lbs.

TO APPLY FOR THIS POSITION:

1. Application for employment – applications are on-line www.stonechild.edu/employment
2. CURRENT Resume
3. Official College Transcripts.
4. CURRENT Letters of Reference (3).
5. COMPLETED background check.
6. CURRENT physical stating ability to lift 30 lbs.

8294 Upper Box Elder Rd, Box Elder, MT 59521. For more information contact Helen Windy Boy - 395-4875 – ext. 266