



EMPLOYMENT ANNOUNCEMENT

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|------------------------|---------------------------------------|--|---------------------------|
| POSITION: | CHILDCARE CENTER DIRECTOR | DEPARTMENT: | CHILDCARE CENTER |
| SUPERVISOR: | DEPUTY CHIEF EXECUTIVE OFFICER | STARTING SALARY: | BACHELORS: \$31.33 |
| CLASSIFICATION: | REGULAR, FULL-TIME | <i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i> | MASTERS: \$34.37 |
| OPENING DATE: | JANUARY 19, 2024 | CLOSING DATE: | OPEN UNTIL FILLED |

POSITION SUMMARY:

The Childcare Center Director will establish a childcare center for the employees of the Rocky Boy Health Center. This includes development of a comprehensive and age-appropriate curriculum that promotes the cognitive, social, and emotional development of children in the program.

MAJOR DUTIES:

- Responsible for designing, developing, and implementing a childcare program that meets the needs of the employees of the Rocky Boy Health Center.
- Collaborates with relevant stakeholders to assess Health Center needs and ensure the program meets the highest standards of quality and safety.
- Ensures the childcare program complies with all licensing and regulatory requirements.
- Recruits and trains qualified staff for the childcare program.
- Provide leadership, supervision, and professional development opportunities to maintain a skilled and motivated team.
- Implement educational strategies that encourage a love for learning and curiosity.
- Foster positive relationships with parents and guardians to ensure open communication and collaboration.
- Organize and participate in events that engage parents and the Health Center in the childcare program.
- Work closely with the finance department to develop and manage the childcare program budget.
- Ensure cost-effective operations while maintaining high-quality services.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Bachelor's Degree in Early Childhood Education, Child Development, or a related field.
- Ability to complete 60-hour infant/toddler training and the 60-hour preschool course within 60 days of hire.
- Ability to become registered on the Montana ECP Practitioner Registry within 60 days of hire.
- Ability to complete teacher orientation required by Montana administrative rules within 60 days of hire.

DESIRED QUALIFICATIONS:

- Bachelor's degree in Early Childhood Education, Child Development, or a related field.
- Previous experience in a leadership role within a childcare setting.
- Knowledge of relevant state and federal regulations governing childcare programs.
- Current ECP Practitioner Registry level 4 or higher.
- Excellent communication, leadership, and strategic planning skills.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

RBHC HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person

Rocky Boy Health Center
Human Resources Office
6850 Upper Box Elder Road
Box Elder, Montana 59521



E-mail

rbchr@rbclinic.org



Online

<https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:
Joel Rosette

Joel Rosette, Chief Executive Officer