

# ReVillage Center Director

*Reports to: ReVillage Board of Directors*

updated February 10, 2023

*ReVillage, a Central Oregon childcare nonprofit, is seeking a passionate, organized and relational person to lead our team.*

*Founded in 2020, our mission is to ensure that all Central Oregon families have the care and opportunity they need to thrive in work and in play by cultivating affordable, accessible, equitable childcare cooperatives; empowering parents; creating community; and advocating for system-wide, family-friendly practices and policies.*

*We founded our pilot childcare cooperative in May of 2021, and now everyday we get to connect children, caregivers and professional teachers together in a high-quality, play-based educational environment. We are actively growing so that more families can participate in our community. We'd love for you to come play with us!*

## **Duties include, but are not limited to:**

### *Staff Mentoring and Management (40%)*

- Provide supervision to all staff, including Assistant Director, Head Teachers and Teachers.
- Provide 10-12 hours of weekly classroom support (scheduled time in the classroom outside of formal observations to be present, ensure staff and procedures are being followed, build relationships with families, etc.)
- Make staff hiring and firing decisions, in consultation with the Board of Directors.
- Execute staff recruitment, hiring, orientation, and training, in collaboration with the Board of Directors and Co-op Developer.
- Track all required staff certifications (expiration dates and training).
- Facilitate formal evaluations 2-3 times per year to help staff assess current strengths/growth points and create professional and personal goals.
- Manage teaching staff schedule, approve vacation and PTO days, reschedule aides/teachers as necessary (i.e. related to illness or otherwise).
- Plan and facilitate monthly all-staff meetings.
- Support teaching staff with day to day operations.
- Help navigate parent conflicts that may arise between families and teaching staff.
- Conduct formal and informal observations and check-ins with teaching staff.

### *Administration (30%)*

- Manage day-to-day operations of two ReVillage Centers.
- Maintain thorough knowledge of the State Office of Childcare Rules for Certified Centers, as well as all center policies.
- Ensure the center(s) are fiscally sound, including providing leadership on fiscal accountability and fundraising strategy.
- Administer employee payroll and benefits, with subcontractors.

- Maintain staff and child records, as required by the State Office of Childcare Rules.
- Report all required changes and updates to the Office of Childcare and other partners in a timely manner (i.e. incidents, injuries, etc.).
- Renew operating license annually.
- Schedule and conduct monthly fire and other safety drills, in coordination with teaching staff and building staff.
- Invoice tuition and dues, ensure payment.
- Manage relationships with partners, such as Baby Promise and Preschool Promise.
- Maintenance of buildings and grounds (in coordination with Building Facilities Engineer).
- Oversee marketing and outreach for center(s), in collaboration with the Board of Directors and selected sub-contractors.
- Develop and supervise new center policies and processes, in collaboration with Board of Directors, Assistant Director, and Head Teachers.
- Monitor immunization requirements, partnering with Deschutes County Health Department to manage all reporting and periodic updates.
- Administer annual quality and environmental assessments for each co-op site (e.g. SPARK, etc.)
- Work with director to ensure compliance with assessments and standards set by partners, including Baby Promise and Preschool Promise

#### *Development (30%)*

- Work alongside board of directors and Assistant Director to open a second ReVillage site within the first six months of hire, including licensing, environmental design, and enrollment.
- Work alongside board of directors and Assistant Director to design staffing structures that prioritize the involvement of parents and caregivers in the co-op and contribute to long-term financial sustainability
- Participate in the development of fundraising strategy, in collaboration with the board and subcontractors.
- Participate in meetings and events with key funding partners, as requested by the board.
- Suggest new systems and processes to improve efficiency and work flow for the organization as a whole.

#### **Minimum General Requirements:**

The Director must have at least two years of training and/or experience in supervision and management in an early childhood education setting, and:

- A strong commitment and enthusiasm for ReVillage's mission and values;
- Knowledge of child development for the primary ages served in the center (18 months-5 years), as evidenced by a combination of professional references, education, experience or training; or

- Documentation of attaining at least step nine in the Oregon Registry, or:
  - One year of training and/or experience in management and supervision of adults; OR have knowledge of child development for the primary ages served by the center as evidenced by a combination of professional references, education, experience or training; and
  - A plan, approved by OCC, that shows how the missing component in above will be addressed and how the program will be operated until the director has obtained the required training, experience or knowledge.

**SPARK Qualifications:**

- The Director must have achieved an ORO step of 10 or above; or is currently at step 8.5 and is on a professional development plan of achieving a step 10.
- Received or is working on receiving 60 clock hours of community-based training or college course credit in the core knowledge category of program management.
- After hire, the Director will receive 24 clock hours of training annually.

**Desired Qualifications (not required):**

- Background in curriculum development and/or teaching experience; preference given to experience with play-based learning.
- Experience with budgeting and an intermediate to high level of comfort with organizational fiscal management.
- Organized, with excellent verbal and written communication skills.
- Experience with team building and management, including staff mentorship.
- Personally passionate about making high-quality childcare more accessible to all!
- Enthusiastic about building community.
- Finds joy in children and is passionate about child development principles.
- Brings an equity lens to the work.
- Has a strong sense of work-life balance and is comfortable holding their personal boundaries.
- Has the ability to remain flexible and quickly jump into problem solving as unexpected changes arise, while keeping a positive attitude.
- Excellent listening skills and the ability to hold a posture of curiosity and empathy when responding to conflict or unclear communications between staff and/or families.

**Salary and Benefits:**

- This is a full-time, exempt, salaried position. Starting annual salary is \$52,000 - \$74,000, depending on experience and qualifications. Working hours include regular business hours, as well as occasional evening or weekend commitments.
- Generous benefits package. Full medical and dental coverage, 100% paid by ReVillage.
- Generous childcare discount.
- Professional development opportunities, paid by ReVillage.

- 10 days paid sick leave, plus 5 days paid vacation as well as observation of all 11 federal holidays. Plus, one week vacation at Thanksgiving, Christmas, and summer break.

**How to Apply:**

Please send the following materials via email to Becca Ellis, ReVillage Board Member: [bellis@bendfp.org](mailto:bellis@bendfp.org). Include the subject line: ReVillage Application for Center Director.

- Professional resume, including up-to-date contact information and current home address.
- A Cover Letter that addresses the following:
  - Why are you interested in this position and ReVillage?
  - A summary of your most relevant skills and experience; and
  - What is your personal leadership style?
- Three professional references.

Applicants must include all required materials in order to be considered, incomplete applications will not be reviewed by the hiring committee. This position will remain open until filled, with an initial review of applications starting April 25th. Target start date is early May, with flexibility for the right candidate.

We know that a diversity of perspectives, backgrounds and skills makes classrooms more vital, deep and representative of our community-at-large. Candidates who identify as BILAPOC; LGBTQ+ candidates; and candidates with disabilities are encouraged to apply.