



CHILDCARE DIRECTOR POSITION DESCRIPTION

LITTLE FOREST SCHOOL INC

Little Forest School is a newly established nonprofit organization dedicated to providing safe, quality, and affordable childcare for the families in our community. Our mission is to provide safe, quality, and affordable childcare for the families in our community, fostering growth through play-based learning and nature exploration.

As we build this childcare center for our community, we are seeking our first Childcare Director—an inspiring leader who will serve both our community and staff. The ideal candidate will be a passionate advocate for safe and excellent childcare, guiding children to develop a deep appreciation for their environment and a lifelong connection to nature.

Our Board of Directors, composed entirely of local members, is committed to supporting the Director and the center.

We are eager to collaborate with the Director to develop a comprehensive benefits package that supports all staff. We also want the Director to have the opportunity to select their team of teachers, ensuring a cohesive and dedicated staff aligned with our mission and values.

If you are a visionary leader with a passion for early childhood education and a commitment to community engagement, we invite you to join us in making a lasting impact on the lives of children and families in our community.

POSITION SUMMARY

The Childcare Director leads and oversees all aspects of the center's operations, ensuring the delivery of high-quality, nature- and play-based childcare programs for children aged 3 months to 12 years. This role includes administration, managing curriculum development, staff recruitment and training, health and safety compliance, budget oversight, and community engagement. Job responsibilities are performed under the direction and supervision of the Little Forest School Board of Directors Executive Committee.

ESSENTIAL FUNCTIONS

Specific responsibilities may vary based on organizational needs and are subject to change.

Program & Staff Development

- Lead and coordinate high-quality childcare programs for children aged 3 months to 12 years.
- Design and implement a curriculum focused on nature exploration and play-based learning to support developmental milestones.

- Recruit, train, and manage dedicated staff. Conduct performance evaluations, motivate the team, and facilitate monthly staff meetings to ensure communication and collaboration.
- Provide classroom support as needed, including substitute teaching, break coverage, activity assistance, meal prep, behavior and wellness support, parent interactions, etc.
- Maintain accurate center records of curriculum plans, child assessments, and program achievements. Prepare reports for parents, board members, and funders.
- Track and analyze program data to measure effectiveness, participation, areas for improvement.
- Promote the program by assisting with marketing efforts and distributing information to families and the community.
- Advance strategic goals by implementing plans and ensuring follow-through.

Health, Safety and Compliance

- Ensure compliance with all federal, state, and local licensing regulations.
- Institute ADA accommodations to foster an inclusive environment.
- Maintain facilities and equipment to high standards of safety and cleanliness.
- Implement safety protocols for health, safety, and emergency preparedness. Conduct regular safety checks, drills, and staff training.
- Manage confidential records securely, ensuring the privacy of child and family information.
- Promote healthy eating by coaching staff, overseeing menu quality, and ensuring nutritional guidelines are met.
- Support mental health by fostering emotional resilience through staff mentorship and a positive environment for children and staff.
- Complete 15 hours of continuing education annually, including mandatory abuse and neglect training every two years.
- Budget and Financial Management
- Develop and oversee budgets with the Finance Committee, ensuring efficient allocation of resources for high quality services.
- Ensure financial integrity by monitoring expenses, staying within budget, and ensuring timely fee collection.

Community Engagement

- Build and maintain relationships with licensing agencies, schools, parent groups, and community organizations.
- Respond promptly to inquiries and concerns to foster transparency and trust.

- Plan and host special events to engage parents, celebrate milestones, and strengthen community ties.
- Support fundraising efforts by participating in campaigns and events.
- Oversee volunteer participation through recruitment, coordination and support.

QUALIFICATIONS

- At least 21 years of age
- High school diploma or its equivalent
- Bachelor's degree preferred; minimum of two DCF approved early childhood education courses required.
- 1 year of management experience or completion of a business/program administration course.
- 1 year as a childcare director or teacher in a licensed center or another approved early childhood setting.
- CPR, First Aid, AED Certification (or within 3 months of hire)
- Abuse Head Trauma prevention training.
- Registry Certificate – level 12 or above
- Skills and Physical Requirements:
- Experience working with diverse populations and developing authentic relationships with families and children.
- Ability to engage in physical activities with children including bending, lifting, sitting at their level, and staying active throughout the day.
- Comfort working in an environment that involves regular exposure to cleaning products, bodily fluids, and common viruses.
- Reasonable accommodation is available for individuals with disabilities.

COMPENSATION/BENEFITS

- Paid Holidays
- PTO
- Health Expenses Stipend
- Childcare Director Salary Range - \$45,000 - \$57,000 depending on experience

TO APPLY

Hiring begins immediately and the position is open until filled. Send a letter of interest, resume, and three professional references by March 1, 2025 to jamie@littleforestschool.net with 'Childcare Director' as the subject. Questions regarding this position? Please email jamie@littleforestschool.net.