

EXECUTIVE DIRECTOR OF BUILDING BLOCKS ACADEMY

**New Childcare Facility
Location: Woodbine, Iowa**

**Application Deadline is July 27, 2020
(Position is full time and available as of September 2020)**

Click Here to apply:

https://edwise.llc/files/2020/07/Woodbine_BBA_Director_Application.pdf

Description

Building Blocks Childcare Academy is committed to the development of children by implementing curriculum and practice based on the Montessori philosophy of education and human development, and by partnering with parents, children's first teachers.

Summary of Position: The Director is accountable for the operations of the program and activities in keeping with the mission and vision of the daycare and direction set with Board of Directors. The Director must represent the Board and express the vision of the daycare in its relations with faculty, staff, students, families and the community. The director is responsible for the overall functions of the daycare, including supervising staff, designing curriculum and administering programs.

Desired Leadership Characteristics:

- Knowledgeable about Montessori curriculum and practices
- Demonstrates passion for student-children centered environment
- Unquestioned integrity & honesty - holds strong professional ideals and beliefs
- Ability to deal directly and fairly with staff, parents, and community members (morale, trust, and relationship builder)
- Strong fiscal responsibility and management
- Strong collaborative and visionary leadership skills
- Excellent organizational skills

Expected Leadership Skills:

- Represents the daycare both within and outside the community.
- Demonstrates the capacity to lead strategic planning and continuous improvement process
- Model and communicate professional norms such as integrity, fairness, equity, trust, diversity and democracy
- Evaluate the implications of Montessori educational policies and practices

- Model ethical behavior in their personal conduct and relationships with others
- Evaluate management and operation systems including staffing patterns and licensure requirements
- Develop and implement a system for recruiting, hiring, retention, development and supervision of staff
- Represents the daycare both within and outside the community.

Anticipated Workplace Personality Traits:

- Likely to be seen by others as good-natured, approachable, and quick to help others
- Viewed by others as perceptive and caring, able to discern other peoples' feelings and needs
- Remains calm in high pressured situations and accepts criticism
- Establishes and exerts extensive effort toward achieving challenging work goals
- Seeks to consistently fulfill obligations with quality work

Preferred Qualifications:

- Is at Least 21 years of age.
- Has Montessori certification or experience in Montessori program is desired.
- Has obtained a high school diploma or passed a general education development test with preference given to a candidate that possesses a 2 year or a Bachelor's degree in Childcare and/or a related field.
- Has completed at least one course in business administration or 12 contact hours in administrative-related training related to personnel, supervision, record keeping or budgeting or has one year of administrative-related experience with preference given to candidate with 1 or more years of supervisory experience of a childcare program.
- Have certification in infant, child, and adult cardiopulmonary resuscitation (CPR), first aid and Iowa's training for the mandatory reporting of child abuse.
- Meets the Department of Human Services (DHS) qualifications for Childcare Director through a combination of education, experiences and trainings

Total Compensation Package:

- Salary of \$60,000 to \$70,000 per year with actual salary based on the individual's experience and education
- Individual Health Insurance – will consider stipend for family health insurance
- Paid time off
- Employer match of up to 3% of simple IRA not to exceed \$2,500
- Building Blocks Academy employee discount

Schedule Variations Include:

- Day Shift
- Monday to Friday
- Night Shift
- On-Call
- Weekends

Other Requirements:

- Must hold a valid driver's license, insurable drivers record according to the Building Block Academy's insurance carriers, and have reliable transportation to travel for business meetings, training events, vendors and suppliers, etc.
- Computer skills needed, particularly with Microsoft Office and email applications, along with the ability to learn the internal Building Block Academy's software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. More than 90% of time is spent indoors. The condition of the air is normal/average air-conditioned /ventilated. The noise level is normal to loud within an active childcare program environment.

Interested Applicants are not to contact the BBA Board Members—Please direct all questions to EDWise Consulting by email to pttedesco@gmail.com or call 712-730-2248

Building Blocks Academy Non-Discrimination Statement: The Building Blocks Academy does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, pregnancy, military status, or other status protected by federal, state, or local laws, in any of its activities or operations.