

**Assistant Director
Morningstar Learning Center
Big Sky, MT**



Morningstar Learning Center (MLC) Overview:

MLC is a nonprofit early education provider in Big Sky, Montana. Our mission is to develop and connect young families and children in Big Sky by providing reliable childcare, quality early learning, and supportive resources from planning through parenthood. We are a full-time, year-round, state-licensed childcare center serving ages 3 months through 5 years. MLC invests in the personal and professional growth of staff and prioritizes providing a safe and enriching learning environment for our students.

Position Overview:

The Assistant Director works closely with and reports to the Center Director, assisting in all aspects of learning center management, daily operations, enrollment, and programming. The Assistant Director will spend approximately 50% of their time in classrooms, conducting teacher observations and filling in on teaching teams. The Assistant Director assists the Center Director in leading MLC with a growth mindset, routinely evaluating and improving the program and contributing to a positive staff culture to provide excellent service to the Big Sky community. This is a year-round, full-time, exempt, salaried position with an expected schedule of 8:30-5:30 Monday through Friday, with occasional evening and weekend responsibilities for events.

Specific Duties:

Program Administration & Management

- Ensure the successful implementation of Creative Curriculum and other programming that aligns with MLC's mission, vision, and values.
- Conduct classroom observations and fill in on teaching teams, role modeling STAR teacher expectations to ensure a high-quality teaching and learning environment in each classroom.
- Mentor, train, and support new and veteran staff on MLC procedures, policies, and STAR teacher expectations, including but not limited to helping plan monthly PIRs and other professional development.
- Dress professionally and represent the organization with integrity at all times.
- Establish a professional rapport with families to provide quality care and friendly service.
- Manage confidential information and situations in a professional manner.

Daily Operations

- Support Center Director with maintaining day-to-day safety, organization, and operation of the center.
- Provide hands-on assistance as needed in all aspects of student care and education, including Teaching Strategies documentation and checkpoints, classroom management, and developmental tracking.
- Be available on property during operating hours for interaction with and support of staff and families.
- Identify facility maintenance needs and arrange for their timely resolution.
- Communicate with families and staff regularly through Brightwheel and other channels.
- Inventory and purchase supplies regularly

Enrollment Management, Billing, and Payroll

- Assist in managing MLC's waitlist and family accounts, billing, and enrollment processes.
- Track attendance of students and staff in brightwheel.
- Send regular and accurate communications via brightwheel, info stations, and monthly newsletter.
- Manage all enrollment paperwork, including updating and sharing the re-enrollment forms, annual calendar, tuition rate sheet, and tuition assistance award letters.
- Assist with staff scheduling, time-off requests, and substitute coordination.
- Track and facilitate all staff reimbursements.
- Submit biweekly payroll.

Positive Work Culture & Leadership

- Foster a positive work culture, leading by example with professionalism, kindness, and integrity.
- Act as a liaison between teachers, families, and the community to facilitate collaborative relationships.
- Assist in promoting a gossip-free, enriching, and supportive work environment.
- Uphold and model MLC's STAR Teacher expectations and encourage teacher professional development.
- Demonstrate strong leadership, supporting teachers in resolving conflicts and making decisions.

Safety & Licensing Compliance

- Monitor staff and center compliance with Montana state childcare licensing requirements, including staff registry status, and assist in maintaining the center's license.
- Maintain a clean, organized, and safe environment for students and staff.
- Maintain all staff and child licensing files, paperwork, and classroom go-bags.
- Complete 16 hours of approved continuing education annually per state licensing requirements.

Other duties as assigned.

Competencies and Expectations

- Experience and/or comfort interfacing with and reporting to a director.
- Excellent written and oral communication skills.
- Strong organizational skills and ability to prioritize tasks effectively.
- Ability to establish and maintain interpersonal relationships with students, staff, parents, and the community, including fostering a sense of shared responsibility for the care and well-being of all.
- Ability to understand and manage the complexities of a large child care center
- Flexibility and adaptability in a dynamic childcare environment.
- Ability to identify and resolve problems with appropriate urgency.
- Ability to think strategically, set priorities, and make plans to achieve goals
- Commitment to MLC's mission and values and desire to work to support the local community
- Proficiency in basic software, including brightwheel, Microsoft Office, Canva, and Adobe.

Education and Experience

- Minimum of 2 years of leadership and teacher management experience in a preschool or child care setting.
- Bachelor's degree in Early Childhood Education, Child Development, or a related field preferred.
- Must maintain/become current on the Montana Early Childhood Practitioners Registry within 30 days of hire, including passing an FBI background check, Infant/Child CPR and First Aid, and orientation courses.
- A combination of experience and education may be considered.

Physical Requirements: The physical demands described here are representative of essential job functions and must be met by an employee for successful performance. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Must be able to work in a moderately noisy environment with interruptions and schedule changes.
- Must be able to climb and descend one flight of stairs multiple times per day.
- Must be able to listen, hear, and talk in the English language.
- Must be able to lift 25 lbs comfortably and on a semi-regular basis.
- Must be able to sit at a desk for extended periods of time and move easily and quickly between classrooms and playgrounds.

Compensation and Benefits:

- Housing available
- Salary of \$58,000-\$65,000 DOE
- MLC full-time employee benefits include \$500/month towards health/dental/vision insurance, an annual \$720 wellness stipend, IRA with 3% employer match, paid holidays and time off, and paid professional development opportunities

To apply, please send a resume and cover letter to alison@togethrconsulting.com.