

## CENTERVILLE PUBLIC SCHOOL DISTRICT 5-5C

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**Position: DAYCARE DIRECTOR**

**Hours:** Full-time Monday – Friday during Academic Year; flexible hours during vacations

**Days:** 187 (1520 Hours)

**Wage:** \$18.00 per hour depending on experience

**Benefits:** Annual leave, sick leave, health/dental/vision insurance, Montana Public Employees Retirement

**Closing Date:** open until filled

**Duties include:**

- Childcare facility registration and licensing.
- Maintain and/or obtain all annual required Director training/certification.
- Facilitate and/or coordinate training/certification for all childcare aides.
- Comply with all childcare facility safety requirements.
- Maintain all required records for registration and licensing.
- Ensure compliance with all applicable administrative rules.
- Apply for federal, state and local grants.
- Work with Business Manager to ensure all payroll information is complete and submitted in a timely manner.
- Work with Administrative Secretary to ensure all required paperwork for each child is up to date.
- Work daily with the daycare children to meet their health and safety needs.

**Minimum Qualifications:**

- Three years experience in childcare or related field: high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Able to express himself/herself clearly and concisely in both oral and written communications.
- Ability to work independently, effectively manage time and responsibilities with minimal supervision.

**Pre-employment requirements:**

- Successful applicant must pass a criminal background check.

**Equal Opportunity Employer**

Centerville School District provides all people equal opportunity for employment without regard to race, religion, gender, age, national origin, disability, or marital status.

**To Apply:**

Send completed application (available at [www.centerville.k12.mt.us](http://www.centerville.k12.mt.us)), letter of interest, resume, three references, and college transcript, if applicable or other certifications to:

John McGee, Superintendent

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Sand Coulee, MT 59472  
johnm@centerville.k12.mt.us