



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820

Phone: (541) 575-1280 • Fax: (541) 575-3614

Daycare and Preschool Director

GRANT SCHOOL DISTRICT NO. 3, JOHN DAY, OREGON, IS SEEKING APPLICANTS FOR
FULL-TIME CONFIDENTIAL **Daycare and Preschool Director**
for Grant School District #3

QUALIFICATIONS:

- Have or qualify for an Oregon licensure with proper endorsements for early childhood.
- At least one year of training and/or experience in management and supervision of adults.
- Have knowledge of child development for the primary ages served in the center, 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
Have: 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 (A) above will be addressed and how the program will be operated until the director has obtained the training, experience or knowledge.
- Can also be Head Teacher if they meet those requirements as well Lead the strategic operation and administration of the organization. Oversee development, implementation, quality, measurement, and promotion of programs, products and services.
- Serve as spokesperson for the organization and promote its mission, programs, and values. Establish and build strong cooperative relationships with community groups, donors, volunteers, clients, government officials, and the press.
- Lead and inspire staff to accomplish the goals of the organization and understand and fully embrace the mission and values. Ensure an engaging climate which attracts, motivates, and supports a talented, diverse staff to effectively execute programs.
- Ensure adequate funds from diverse, ongoing revenue streams to sustain and further the organization's mission and programs. Spearhead fundraising efforts, including motivating staff, board, and volunteers to embrace and support fundraising goals and efforts.
- Build strong relationships with the Board of Directors and advise the board in governance best practices, responsibilities, board composition, risk management, finance, legal, and fundraising. Update the board on programs and funding and communicate any issues with potential to affect the organization and its mission.
- Lead the development, implementation, and periodic assessment of a strategic plan including goals, objectives, and timelines.
- Direct staff, finance committee, and board in budget preparation, effectively manage resources within budget guidelines.
- Ensure the organization is compliant with relevant nonprofit regulations and is transparent and accurate in all its records and documents.
- Implement and maintain best practices for planning, programs, fundraising, finance, risk management, and HR.

- Stay current in developments and trends in the nonprofit sector and issues relevant to the mission and make recommendations as appropriate.
- Demonstrated ability to build donor and community relationships.
- Solid knowledge of nonprofit accounting principles and financial procedures.
- Exceptional interpersonal, verbal and written communication skills, including public speaking.
- Outstanding leadership, networking, and motivational skills.
- Must be an innovative, strategic thinker with initiative and passion.

A COMPLETED APPLICATION FILE WILL INCLUDE:

1. Transcripts (copy) (official required upon offer)
2. Copy of Current Oregon License (front and back)
3. Letter of Interest
4. Resume
5. (3) Letters of Recommendation
6. Completed District Application
<https://grantsd3.schoolinsites.com/humanresources>

Send application materials to:

Louis Dix
Grant School District No 3
401 N. Canyon City Blvd.
Canyon City, OR 97820
Email: uptmorb@grantesd.k12.or.us

DEADLINE FOR APPLICATIONS: Open until filled

COMPENSATION: 2022-2023 Salary Range – \$39,912 to \$79,499, based on experience, with excellent benefit package, salary subject to current negotiations

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Per District Policy GBED all new hires must pass a drug test prior to hire. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)

Posted 1/4/2023