

Job Title: Daycare Director

Location: St. Catherine Little Saints Childcare– Valley City, ND

Overview:

St. Catherine Early Learning Center is a faith-inspired, community-focused childcare facility dedicated to nurturing the whole child—academically, socially, emotionally, physically, and spiritually. In keeping with our mission, “*Inspiring Excellence Through Faith, Learning, and Service,*” we foster a collaborative, supportive environment where staff, families, and children thrive. We are seeking an experienced, dynamic Daycare Director to lead our team and oversee all operational, educational, and administrative aspects of our center.

Position Summary:

The Daycare Director will set high standards for quality care and learning by managing daily operations, supervising and mentoring staff, and building strong, trusting relationships with families and community partners. This full-time position, which includes a comprehensive benefits package, is scheduled to begin on April 1, 2025, and will remain open until filled.

Key Responsibilities:

- **Leadership & Staff Management:**
 - Provide visionary leadership that aligns with our mission and Catholic values.
 - Supervise, mentor, and evaluate staff members, fostering a culture of continuous improvement and collaboration.
 - Develop and maintain policies and procedures to ensure compliance with state licensing standards (e.g., ND Administrative Code Section 75-03-10-10).
- **Program Development & Oversight:**
 - Oversee the design and implementation of a developmentally appropriate curriculum that supports whole-child growth.
 - Integrate faith-based teachings and values into daily activities in an age-appropriate manner.
 - Monitor daily activities and maintain accurate enrollment, attendance, and regulatory documentation.
- **Operational Management:**
 - Manage budgeting, scheduling, and day-to-day operations, ensuring compliance with all local and state licensing requirements.
 - Maintain a safe, clean, and enriching environment for all children.
- **Parent & Community Engagement:**
 - Serve as the primary liaison to parents, providing clear, empathetic communication that builds trust and confidence.
 - Organize regular meetings and events to foster active parent and community involvement.
- **Spiritual Guidance & Faith-Based Leadership:**
 - Demonstrate a strong personal faith and be committed to guiding the spiritual development of both children and staff.

- Incorporate Catholic values into the center’s culture, curriculum, and overall program philosophy.
- Serve as a role model in spiritual leadership, fostering an environment where children learn to embrace faith and where staff feel supported in nurturing the children’s spiritual growth.
- **Professional Development & Compliance:**
 - Ensure that both the director and all staff complete the required 13 hours of department-approved annual training (including safe sleep and mandated reporter training).
 - Oversee initial orientation and ongoing professional development initiatives.

Required Qualifications:

- **Educational Background & Experience:**
 - A bachelor’s or associate’s degree in early childhood education or child development (or an equivalent combination of education and experience) as defined by North Dakota licensing standards.
 - Alternatively, a teaching certificate in elementary education with relevant child care experience, a current Child Development Associate (CDA) credential, or certification from a Montessori teacher training program may be acceptable.
 - A minimum of six months to one year of experience in a child care setting, consistent with state guidelines.
- **Licensure & Certifications:**
 - Must hold, or be able to obtain, any state licensure or credentials required by the North Dakota Department of Human Services for a daycare director.
- **Skills & Attributes:**
 - Exceptional communication, leadership, and interpersonal skills.
 - Strong personal faith with a commitment to integrating spiritual development into early childhood education.
 - Proven ability to manage and motivate a diverse team in a fast-paced, nurturing environment.
 - A deep commitment to high-quality early childhood education that respects each child’s individuality.

Compensation:

Wage or salary will be commensurate with experience, typically in the range of **\$22 to \$25 per hour**.

Benefits:

This full-time position includes a competitive benefits package featuring:

- **Health & Insurance:** Single health plan coverage.
- **Tuition Benefit:** Full tuition discount for eligible school-age dependents.
- **Paid Time Off:** Generous PTO for vacation and personal time.
- **Retirement:** A 6% retirement contribution is provided after one year of employment and completion of 1,000 work hours.

- Additional benefits as applicable.

Application Process:

Applicants must submit a cover letter, resume, and contact information for at least three professional references. Please send your application materials to:

Attention: Nicholas Lee, Principal

Address: 540 3rd Ave NE, Valley City, ND 58072

Or via e-mail to: nicholas.lee1@k12.nd.us

Additional Information:

- This position is scheduled to begin on **April 1, 2025.**
- We welcome applicants who share our passion for excellence, faith-based values, and a collaborative approach to early childhood education.
- The position will remain **open until filled.**