



## **Learn `n Move Center Director**

*Providing endless possibilities for children of all abilities to learn, move, grow and play.*

**Location:** 2800 Main Avenue, Fargo, ND

**Position:** Child Care Director

**Hours:** Full Time- 40 hours per week

**Child Care Capacity:** 55 children- 18 months to 6 years of age

Learn 'n Move Childcare Center is an innovative non-profit 501(c)3 organization focused on fulfilling needs for families and children in the Fargo-Moorhead area. This is a collaboration of two non-profit organizations, TNT Kids Fitness and Gymnastics and the Anne Carlsen Center, both with rich histories of knowledge and experience in working with children of all abilities. Play and physical activity are emphasized in our holistic approach in the development of children. In addition, best practices in child development and learning are utilized in this high quality program. Through this unique partnership, the non-profit childcare center serves children and commits to respectful and collaborative relationships with families and the communities served.

### **Summary of Responsibilities:**

We are seeking a highly qualified individual with at least a Bachelor's Degree in Education or related field and have at least two years of experience. The candidate must demonstrate excellent communication, leadership, professionalism and organizational skills, and be self-motivated. Candidate must have working knowledge of Microsoft Word and Excel. Experience in developing and managing a budget is preferred. Must have working knowledge of Procure or similar Child Care Management Software.

The Director will oversee the operations of the Learn `n Move Childcare Program. Ensuring a safe, healthy and caring environment is provided to children served by the program. The director is responsible for managing the work of the lead teachers and assistants, coaching and mentoring them along with ensuring effective implementation of the children's schedules and associated activities.

### **Job Specifications: (required knowledge, skills and abilities)**

Hold at least one of the following qualifications:

- A bachelor's degree in the field of early childhood education or child development;
- A bachelor's degree with at least two years of experience as a director in a child care center or similar setting and one of the following:
  - Eight semester hours or twelve quarter hours in early childhood education or child development;
  - One hundred twenty hours of department-approved early childhood training; or
  - A director's credential approved by the department

- An associate's degree in the field of early childhood education or child development with at least six months of experience in a child care center or similar setting
- An associate's degree with at least one year of experience in a similar setting and one of the following:
  - Eight semester hours or twelve quarter hours in early childhood education or child development;
  - One hundred twenty hours of department-approved early childhood training; or
  - A director's credential approved by the department;
- A teaching certificate in elementary education with at least six months of experience in a child care center or similar setting;
- A current certification as a child development associate or successful completion of a department-approved diploma program with emphasis in early childhood or childcare with at least one year of experience in a child care center or similar setting; or Certification from a Montessori teacher training program with at least one year of experience in a Montessori school, child care center, or similar setting and at least one of the following:
  - Eight semester hours or twelve quarter hours in child development or early childhood education;
  - One hundred twenty hours of department-approved early childhood training; or
  - A director's credential approved by the department; and
    - Certify annual completion of a minimum of thirteen hours of department-approved training related to child care