

Montessori American Indian Childcare Center

965 Larpentuer Ave W, Roseville MN 55113
651-478-1189 www.americanindianmontessori.net

JOB DESCRIPTION

Title: **Operations Coordinator**

Salary: **\$32/hr**

Position: **.60 - .75 FTE Non Exempt**

Hours: **M-F 8 am – 5 pm occasional after hours**

MAICC Mission Statement: The vision of the MAICC is ‘*to be the premier American Indian model of early childhood opportunity.*’ The mission of the MAICC is **to address the early childhood needs and the academic achievement gap of American Indian children through revitalizing the language and culture.**

Duties & Responsibilities

30% Administrative

1. Ensure that the Center business office operates in a professional manner, including fielding telephone calls, interaction with vendors, and that accurate admission and business/financial records are maintained.
2. Be accountable for the day-to-day operation of the center.
3. Coordinates and attends all staff meetings, teacher meetings, & Hub staff meetings.
4. Assist in the recruiting, hiring, and support for all staff.
5. Coach and serve as a role model to all staff, encouraging respectful, clear and open communication and collaboration
6. Assist in maintaining AMI membership, Parent Aware 4 Star Rating and determining other accreditation processes like MnAEYC or NAEYC Accreditation.
7. Maintain DHS records for all staff including scheduling annual and as-needed training.
8. Adhere to and support the policies of the Employee Handbook.

Works with Executive Director to on a quarterly report for facility & administration updates to communicate with the Board of Directors.

60% School Facilities, Equipment, Daily Operations

9. Tends to the daily tasks to insure the successful operation of the center, (maintenance, security, communication, fire inspections, & hands on assistance with building needs).
10. Work with staff and leadership to ensure the facilities are safe, clean, and that they meet the MN Childcare center licensing requirements including daily monitoring of cleaning tasks, and laundry.
11. Monitor & support the daily transportation of children to and from home
12. Manage employee schedules, PTO requests & conflict resolution.
13. Monitor & support the daily arrival of children being dropped off and picked up including the use of the Procure app.
14. Monitor & support the daily food operations including use & oversight of Providers Choice Kinder Kare app.
15. Foster strong relationships with everyone in the community through open, honest and frequent communication including listening to the concerns and ideas of others.

5% Education Programming

16. Assist with providing staff coverage when needed.
17. Participate in programming and special events when possible
18. Serves as liaison between teachers and parents to resolve classroom issues
19. Maintains school discipline policy in a consistent and respectful manner
20. Collaborate with other area schools, organizations, and community groups as appropriate, to enhance and enrich MAICC educational culture and experience.
21. Assist in the promotion, marketing and public relations for all Center activities, interacting with the public and media as requested/needed.

12/4/24

5% Admission and Enrollment

22. Develop and maintain a positive relationship with the parents of the children enrolled in MAICC programs.
23. Assist in recruitment of children performing admissions tasks that support MAICC values
24. Present the best public face to prospective families and guide them through tours and registration

Required Qualifications of the Operations Coordinator:

- Bachelor's degree required, Master's degree preferred; AMI Montessori Assistant/Orientation Course Credential required, AMI Montessori Diploma or AMI Administrator Credential preferred; American Indian Eminence Teaching Credentials accepted; at least 18 semesters/27 quarter hours of credit in courses related to early childhood education.
- 3-5 years of work experience in the American Indian community, urban community preferred.
- 2-3 years of work experience in a similar role with similar duty – office coordinator, program coordinator, parent coordinator, etc.
- Must pass a Background Check

Preferred Skills:

Proven leadership experience in an urban setting. Strong business management and leadership skills, including demonstrated experience managing a professional office. Experience in working collaboratively to build consensus with diverse stakeholders including staff, parents and other community members. Working knowledge of the behaviors and developmental stages of preschool age children, typically gained by working one year or more in a pre/school setting. Knowledge of safety practices as they relate to preschool children. Excellent interpersonal skills, strong written and oral communications skills and math skills. Commitment to open communication with the community and to maintaining strong visibility at the school on a day-to-day basis. Ability to maintain schedule while meeting individual needs of children and families. Computer literacy, including knowledge of basic software applications, internet and email, and a willingness to develop additional skills as needed. Ability to work independently as well as with a team. Ability to work under stress. Ability to meet deadlines. Ability to work independently with little supervision. Comfort making decisions as needed. Deep commitment to/experience with community organizing, racial equity, and cultural responsiveness. Meet annual DHS Rule Three Licensed Childcare Center Required trainings.

Work Environment/Physical Demands/Schedule:

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 50 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The noise level in the work environment is usually moderate. This position requires you to work some evenings and occasional weekends.

Expectations & Characteristics:

Demonstrated passion and commitment to the education of all children with an emphasis on academic excellence embedded in the American Indian culture and language. Ability to work collaboratively. Reliability and Punctuality. Demonstrate a positive and caring attitude that helps spark imagination, support and help build self-esteem and help children discover new things each day. Represents MAICC in a positive manner in the community at large. Must be willing to take a Defensive Driving Course as part of professional development plan. *Maintain confidentiality. All communications with families are potentially sensitive and are subject to MAICC's policy on confidentiality.*

BENEFITS

Paid Time Off (PTO) offered at pro-rated employment status including twelve (12) paid holidays & thirteen (13) paid extended break days.

Free coffee and tea and a wonderful staff.

The MAICC is committed to being an Equal Opportunity Employer

JOB POSTING

Operations Coordinator

The Montessori American Indian Childcare Center is seeking an *Operations Coordinator*. This person will provide coordination of most day-to-day operations. This includes tending to the daily tasks to ensure the successful operation of the childcare center, (maintenance, security, communication, fire inspections, & hands on assistance with building needs), working with staff and leadership to ensure the facilities are safe, clean, and that they meet the MN Childcare center licensing requirements, and monitor & support the daily transportation of children to and from home, arrival of children being dropped off and picked up, and support the daily food operations. The *Operations Coordinator* will work closely with the Executive Director and the Parent & Early Learning Coordinator as a member of the leadership team. The position is onsite .60 - .75 FTE. Rate of pay is \$32/hr. For full job description visit www.americanindianmontessori.net, or contact Janice LaFloe at janice@americanindianmontessorinet.onmicrosoft.com.

Background: The MAICC is a well-established early learning and care center committed to serving the children and families of the American Indian community. MAICC is a 4-Star Parent Aware Rated program and a recognized member of the Association of Montessori International. Programming is offered year-round for children. AMI Certified Indigenous Montessori teachers lead each environment.