

# Position Profile

Director of Blake  
Employee Childcare  
“The Cub House”

BLAKE

## Organizational Overview

Located in the Twin Cities metropolitan area and maintaining a national academic reputation, Blake is an independent, nonsectarian, coeducational day school for students in pre-kindergarten through grade 12.

The Cub House is a Reggio-inspired, child care center which serves up to 10 children of Blake employees aged three months to four years.

### *Mission*

The Cub House's mission is to provide high quality child care for children three months to four years old whose parents/guardians work at Blake. Our core values--respect, love of learning, integrity, courage and a commitment to pluralism--are fostered through thoughtful and respectful care, a play-based, emergent curriculum, and a child centered learning environment.

### *Commitment to Pluralism*

Blake believes that a diverse society enriches all individuals and communities. Diversity of race, ethnicity, national origin, geography, religion, gender, affectional or sexual orientation, age, physical ability, and marital, parental or economic status forms the fabric of our society. As a result of these beliefs, Blake actively seeks students, families and employees who value and contribute to the fullness of a diverse community within the context of its mission.

### The Cub House at a Glance

- Reggio-inspired child care center
- Core Values: Respect. Love of Learning. Integrity. Courage
- Up to 10 children ages 3 months to 4 years
- "Hands-on" Director Position caring for kids and leading other teachers (4)
- Residential house with beautiful fenced in yard next to Blake's campus
- Licensed by Hennepin County
- Competitive salary and benefits package



# Philosophy

## ***Children are capable.***

The environment and the curriculum are designed with the children's needs at the center. Children learn in relationships with others. Through respectful relationships, children will discover, display and inspire the best in themselves and others. We are a learning community sustained by a close collaboration between children, parents, guardians and teachers--all learners together.

## ***Children are active, curious participants in the community.***

Young children are process oriented. We provide activities for children that are open-ended and encourage creative experimentation. Children construct their own questions and challenges and make their own meaning. Teachers work as co-constructors of knowledge by providing guidance while presenting hands-on, imaginative experiences and provocative materials.

## ***Teachers support the children by carefully listening to them, generating occasions of discovery and encouraging reflection.***

Teachers allow children to thrive by providing an environment that allows them to feel physically and emotionally safe. Teachers carefully observe the children and reflect upon their play, interests, needs or responses to curriculum.



# The Director of the Cub House Role

Blake is seeking an experienced early childhood teacher/childcare provider skilled at leading a team and in creating an environment where children feel known. The Director will bring expertise in developing and implementing policies and procedures associated with a well run child care center. They will also bring a passion for developing and implementing a progressive emergent curriculum designed for children ages three months to four years old (Reggio-inspired experience preferred).

The Director works side by side with their team each day providing direct care and early childhood development for the children in a cozy, nurturing and responsive setting. The Cub House is well staffed, which enables the Director to step away for some time most afternoons to do administrative or curricular work in their office. The Director will have a demonstrated strength in hiring and developing teachers and building a team people want to be on. They will be an excellent listener and possess strong oral and written communication skills. The Director will excel at developing and sustaining processes, ensuring compliance with licensing requirements and keeping current with best practices in early childhood education.

## Essential Functions and Responsibilities

### *Curriculum and Childhood Development*

- Develop and implement a progressive Reggio-inspired emergent curriculum designed for children ages three months to four years old
- Monitor and support the physical, cognitive, social and emotional well-being of the children
- Use observation, anecdotal record keeping and documentation to assess the children's growth and understanding
- Design and modify curriculum in response to the children's interests and needs
- Use a broad range of materials in designing the children's learning experiences and creating and maintaining an organized, aesthetically pleasing environment

### *Safety and Compliance*

- Identify and resolve any safety concerns
- Maintain licensing requirements for the center

### *Leadership*

- Oversee the daily childcare operation including assigning teacher roles and responsibilities, building schedules and developing routines.
- Communicate effectively and frequently with families
- Hire, supervise and provide professional development for Cub House teachers
- Hire and arrange for substitute teachers as needed
- Work collaboratively with Blake's CFOO on application process, enrollment decisions and payment arrangements
- Manage the childcare program budget



# The Ideal Candidate

## *Minimum Qualification Required*

- Associate degree with significant experience or bachelor's degree or master's degree in child development, elementary or early childhood education
- Experience working with children aged three months to four years
- Ability to work with children, families and colleagues from diverse backgrounds
- Commitments to equity, pluralism, and professional development
- Collaborative working style, flexibility, confidence, and a sense of humor
- Experience with progressive, constructivist early childhood models
- Effective management, oral, and written communication skills
- Proven ability to effectively monitor and adjust to ever-changing priorities in order to meet children's needs
- Flexible schedule to accommodate administrative tasks outside the hours providing care to children

## *Preferred Qualifications*

- Previous experience operating a childcare program and supervising others
- Child Development Associate credential



## Working Conditions and Essential Physical Requirements

Work environment will frequently be busy and occasionally noisy, with a number of activities and situations happening at once, requiring the attention and supervision of the children at all times. A portion of each day may be spent outside.

Position involves much lifting, bending, squatting, reaching and pushing. Must be able to lift and carry 50 pounds. Must be able to get up from and down to the floor numerous times throughout the day. Will need to be able to react quickly to certain situations.

## Compensation

The expected salary for this role is in the \$65,000 – \$75,000 range, commensurate with experience and qualifications. Blake offers a comprehensive employee benefits plan that includes healthcare, retirement, student tuition remission benefits and a delicious lunch during the school year.

### Disclaimer:

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

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