STAFF VACANCY ANNOUNCEMENT

Early Childhood and Clinical Specialist (ECCS) and Director

Department: Education
Position: Permanent ten-month position (eight hours per day)
Salary: $29,639 plus full Montana University System benefits
Posting Date: April 15, 2015

Description

Curious Minds: Early Care and Education Center is a lab school annually serving approximately 25 children age two to eight and their families. The program also annually serves over 100 students who participate in field experiences, observation and research in the Curious Minds facility.

The ECCS and director will develop and implement all aspects of an innovative, exemplary, model preschool program. This position will have primary responsibility for overseeing all aspects of the program including personnel, budgeting, recruiting, licensing, accreditation and the STARs program. The director will also teach children three hours per day. This position is highly autonomous and requires daily independent decision-making and judgment.

Requirements

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At a minimum, qualified candidates must demonstrate the ability to:

- Deliver exemplary, innovative education and family support services for Dillon area children and their families at Curious Minds: Early Care and Education Center;
- Provide an academic site and supervision for pre-service clinical experiences;
- Work collaboratively with a diverse group of people, using effective interpersonal and written and oral communication skills;
- Management of Curious Minds including recruitment of children and staff; billing and management of the budget; hiring, supervising, and training work study students and staff; maintaining necessary records; and seeking funding and resources to support the program.
- Provide leadership in meeting all program licensure and accreditation requirements including Montana DPHHS, CACFP, NAEYC accreditation, and the STARs program.
- Organize activities including tours, a website, and presentations to engage early childhood students and professionals throughout Montana in ongoing learning opportunities.
• Collaborate with the campus including recruiting and retaining students in early childhood studies, communicating with other campus departments to support cross departmental involvement, facilitating research
• Engage in ongoing professional development;
• Lift 50 pounds.

Application

Send a letter of application addressing each of the requirements listed in the advertisement, a resume and the names, telephone numbers and addresses of three employment-related references to:

Estee Aiken
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Screening of applications will begin May 13th and the position will remain open until filled. Direct questions to Estee Aiken at (406) 683-7035.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.