

Mountain Laurel Learning Cooperative

Executive Director

Position Description

ABOUT US: The Mountain Laurel Learning Cooperative (MLLC) is a non-profit educational organization committed to the mission of inspiring children to become joyful, life-long learners and engaged, compassionate citizens in their community. MLLC accomplishes this mission through initiatives that focus on educational programming, community service projects and development of an active community of volunteers and supporters. MLLC is managed by an active Board of Directors (the Board).

MLLC's flagship program is its Montessori Learning Center (the Learning Center) which operates as a WV DHHR licensed Child Care Center for ages 3 – 14, providing a Montessori based education program and supporting homeschool families. The Learning Center is located in Thomas, WV.

POSITION AVAILABLE: MLLC seeks a dynamic, experienced leader as Executive Director whose primary responsibility is to serve as full-time executive director of the Learning Center and to advance the mission of Mountain Laurel Learning Cooperative.

This is a salaried, year-round, full-time position. Most hours during September – May will be on-site at the Learning Center, supervising staff and guiding them in developing and delivering a quality Montessori program while fostering parent, staff, and community driven investment in our programs. Summer hours will vary with programming and may include remote work.

All business will be conducted with the highest standard of professionalism, accountability, and integrity, ensuring that all activities are legal and ethical and safe.

This position reports to, and is at the will of, the Board of Directors.

PRIMARY AREAS OF RESPONSIBILITY:

Staff Leadership, Retention, Professional Development & Management:

- Manage and supervise all staff to build investment in our organization and create a rewarding employee experience.
- Motivate staff and provide professional development.
- Hire, on-board, supervise, and evaluate staff.
- Ensure staff accountability to our policies and to our mission.
- Serve as advocate for and liaison between staff and the Board.
- Hold monthly staff meetings.
- Attend Board of Directors meetings.
- Coordinate and work with the Board's committees, volunteers, and partner organizations.
- Current staff size consists of approximately 15 full and part time Classroom Guides, Assistant Guides, Substitutes, Specialists, and Administrative Coordinator, plus parent volunteers.

The Learning Center:

- Manage all operations to ensure that the Learning Center complies with WV DHHR licensing requirements for a Child Care Center. Legislative Rule 78CSR1 (Child Care Center) and 78CSR21 (Out of School Time) .
- Create a safety focused environment that will benefit the physical, emotional, mental, and academic well-being of learners, families, and staff.

- Communicate in a manner that supports an understanding of the Learning Center’s programs; develops positive relationships within the MLLC community, staff, and the Board; and protects the privacy and confidentiality of each learner, family, and staff.
- Work cooperatively with the Learning Center Guides and the MLLC Board to develop, maintain, and deliver appropriate Montessori curriculum for the Primary, Lower Elementary, Upper Elementary programs.
- Ensure that classrooms are properly staffed to meet required staff/child ratios.
- Be prepared to serve as a substitute Classroom Guide.
- Work in collaboration with Primary, Lower Elementary, and Upper Elementary Classroom Guides to plan Learning Center events, as well as to effectively respond to and resolve any unexpected safety or scheduling issues that may arise.
- Work cooperatively with the Learning Center Guides to develop and uphold a student, and staff, Code of Conduct during all Learning Center programs and special events.
- In conjunction with the Administrative Coordinator, ensure that:
 - Required Learning Center documentation and licensing is complete. Collaborate as needed with Learning Center Guides, and/or the MLLC Board to resolve any licensing issues.
 - All Learning Center staff have met necessary qualification requirements, and that the related documentation is verified, present, and complete in the staff files.
 - The Learning Center maintains full and complete records for each participant enrolled and that files meet DHHR licensing requirements (i.e., health forms, emergency contact forms, photo releases, conference reports, etc.)
 - Regular safety inspections and drills are completed as required by WV DHHR.
 - Emergency plans are reviewed annually and updated as necessary.
 - Parent and staff handbooks are reviewed annually.
 - Policies and procedures are reviewed and updated as necessary.
- Current Learning Center size is approximately 45-55 children in Montessori classrooms for Primary, Lower Elementary, and Upper Elementary ages.

Fiscal Management and Oversight: Together with the Board, develop and manage the financial strategies of the organization; develop an annual budget for approval by the Board; and oversee the management of all funds, consistent with the organization’s policies using QuickBooks Online accounting system.

Development & Strategic Planning: In conjunction with the Board, develop and implement the organization’s Strategic Plan and annual action plans; develop and manage the fundraising strategies for the organization; research potential funding sources; coordinate the preparation of grant proposals; pursue and strengthen relationships with both individual and organizational donors. Develop and manage strategic partnerships and donor communications.

Community Relations & Advocacy: Serve as the primary spokesperson for MLLC in the community; articulate and communicate the mission and the values of the organization to promote community support for the organization’s educational programs. Develop effective working relationships and partnerships with businesses and nonprofits in our community and region.

Facilities: Communicate with the health inspector, fire marshal, utilities, and contractors regarding licensing requirements and/or the Learning Center operations. Coordinate and ensure cleaning, upkeep and maintenance of buildings and grounds.

Experience/Qualifications/Requirements:

- Meet, or acquire, qualifications required by WV DHHR for Child Care Center Director.
- Experience in development of successful educational programming for youth.
- Experience in staff management and leadership.
- Ability to work collaboratively, motivate, and build consensus with staff, board, volunteers, and community.
- Outstanding written, oral, and interpersonal communication skills.
- Strong planning, organizational and analytical skills.
- Proven financial management skills, as well as experience creating and managing budgets.
- Visionary and innovative thinker.
- MLLC prefers a candidate with:
 - Strong experience and background in Montessori education.
 - Significant experience in education or a related area.
 - 3 years management experience, preferably with a nonprofit organization.
 - Prior experience as President or Executive Director of an organization.
 - Familiarity with QuickBooks Online.
 - Master's degree in a relevant field.
- Bachelor's degree required.
- A successful background check and verification of educational degrees and certificates is a condition of employment.

Compensation and Benefits:

- Pay is determined based on qualifications and experience.
- One week paid vacation.
- Professional Development assistance.
- Flexible summer schedule.
- Challenging work environment.
- Ability to make a difference for families and the community.
- Supportive and active Board of Directors.
- Engaged families.

Procedure for Applying:

Please submit a letter of interest, statement of qualifications, resume, and contact information for 3 references to MLLC as soon as possible, or by June 1st for full consideration.

Electronic submissions are preferred and can be sent to Becky Cantrell, Board President at reb_cantrell@yahoo.com.

Please use the subject line Re: MLLC Executive Director Application.

Paper applications may be sent to MLLC, PO Box 304, Davis, WV 26260.

For more information about the Mountain Laurel Learning Cooperative, visit www.mountainlaurellearning.org.