

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

JOB DESCRIPTION:

Job Title:	Stone Child College Daycare Supervisor/Provider
Open Date:	April 21, 2026 – May 4, 2026
Supervisor:	Lisa Chavez
Classification:	Full-Time
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefit

JOB SUMMARY:

The Daycare Supervisor oversees the daily operations of the Stone Child College Daycare Program. This position ensures compliance with licensing requirements, supervises daycare staff, assists both children and staff with daily routines, and maintains high-quality childcare services that support student and staff success.

JOB DUTIES:

- Supervise, train, and evaluate daycare providers and support staff.
- Oversee daily daycare operations, scheduling, and staff coverage.
- Ensure compliance with state childcare licensing regulations and college policies.
- Develop and implement daycare policies, procedures, and safety plans.
- Maintain accurate records including attendance, incident reports, and staff documentation.
- Serve as the primary point of contact for parents/guardians and college administration.
- Coordinate trainings, certifications, and professional development.
- Manage daycare supplies, equipment, and budget needs
- Assist children with daily routine, including meals, personal hygiene, transitions, and structured activities.
- Assist with routine cleaning duties and daily meals to maintain a safe and organized environment.
- Promote a culturally respectful, inclusive, and supportive childcare environment.
- Any additional duties assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership and organizational skills
- Effective written and verbal communication
- Ability to manage staff and resolve conflicts professionally
- Knowledge of early childhood education best practices.
- Commitment to supporting the missions and values of Stone Child College

QUALIFICATIONS:

- Bachelor's degree in early childhood or related field preferred
- Minimum of 2 years of supervisory experience
- Current CPR and First Aid certification or obtain within 30 days of hire

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- SCC application (<https://www.stonechild.edu/employment/>)

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- Letter of interest
- Current resume
- Official transcripts
- Three (3) current professional letters of reference with contact information

Via email to: Human Resources at hr@stonechild.edu Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.