

Early Childhood Director

(aka Administrator)

Reports to: Board of Directors

Hours of Work: 35 hours / 8:30-3:30 Monday- Friday (summer hours vary)

Job Summary: To work with the Board, teacher and parents to create a safe, positive and accepting environment where families and children learn together.

Duties/Responsibilities:

DIRECTOR AND CLASSROOM STANDARDS

- Maintain a welcoming, child-centered, developmentally appropriate classroom at all times.
- Assure that proper staff/child ratios are maintained at all times, and substitute for Teacher or Assistant when needed.
- Thoroughly know all current Municipality of Anchorage Child Care Licensing standards and be responsible for program and staff adherence to all policies and procedures.
- Create marketing materials for print and social media with the goal of full capacity enrollment at all times (wait list preferred).

COOPERATIVE CORPORATION

- Understand the content of the Handbook, Bylaws, and business structure of the preschool. Adhere to relevant standards and keep policies up to date.
- Help to determine the calendar of events for the school year.
- Plan and present an effective orientation for parents and children concerning classroom procedures and expectations.
- Assist Board of Directors to develop future goals for the preschool.
- Attend Board meetings as a non-voting member.

PARENT RELATIONS

- Foster teamwork between parent workers, Teacher, and Assistant.
- Help parent workers to improve skills by organizing workshops and seminars.

Qualifications:

Our ideal candidate would have 5 years or more of early childhood teaching experience as well as administrative qualifications. In addition, a philosophy of play-based learning and the cooperative preschool model is desired. Our ideal candidate will have:

- Minimum 21 years of age
- An AA or BA in Early Childhood Education
- Current SEED level 9 or ability to reach level 9
- Current pediatric first aid and CPR
- Four positive written references
- Positive background check
- Working knowledge of Child Care Licensing rules and regulations
- Completion of training hours as required by Child Care Licensing
- Have the skills necessary to handle finances
- Supervisory skills including delegation and motivation of staff