

Child Development Center Administrator Job Description



Position Summary:

The Child Development Center (CDC) Administrator is responsible for the day to day supervision of all staff and children on-site. The Administrator is responsible for ensuring compliance with all state licensing regulations pertaining to child care in the state of Alaska. The CDC Administrator will be responsible for monthly reports to the Qutekcak Native Tribe (QNT) Tribal Administrator and Tribal Council, and hiring of the Classroom Teacher positions, Substitutes and Janitor, training staff, maintaining all employee and child files, marketing, billing and recruitment.

Reporting Relationship:

Reports to the QNT Tribal Administrator (TA).

Minimum Requirements:

- Must be an adult 21 years of age or older with sufficient experience, training, or education to fulfill required duties;
- Bachelor's Degree or higher in an Early Childhood related field is preferred; or
- Must hold at least 12 credits in an Early Childhood related field from an accredited university;
- Supervisory experience is required;
- Business experience is required;
- Grant writing experience is preferred.

Major Job Duties:

Primary responsibilities include providing expertise, leadership and training including health and safety, education, screenings, and social/emotional standards, and accountability for coordination of service delivery to ensure compliance of these standards. Other responsibilities will include ensuring all facilities are maintained in accordance with all state and federal requirements as well as developing and maintaining compliance with all state licensing regulations and requirements.

Essential Duties and Responsibilities:

- Ensure compliance with State of Alaska Childcare Licensing Regulations program wide;
- Train staff and monitor record keeping and service delivery;
- Provide training as needed;
- Work with other providers;
- Work with families and health providers to ensure delivery of needed health services and screenings as required by the State of Alaska Childcare Licensing;
- Welcome and involve community members and families in the Child Development Center programs;
- Maintain all appropriate documentation as required by the State of Alaska Licensing including a current plan of operation for the facility, including an organizational chart, a staffing chart, other plans, policies, rules, program descriptions, schedules, forms and materials, fire drill logs, and attendance sheets;
- Maintain confidentiality of all records;
- Participate in staff meetings and training;
- Perform as a leader and team member;
- Monitor staffing ratios, coordinate substitute teachers when necessary;
- Assume role of Classroom Teacher, if absent;
- Be prepared, in your absence, to designate an onsite adult caregiver who meets the State of Alaska age and qualification requirements; and
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Must have an understanding of the development of children, the ability to care for children, and the skills to work with children, family members, department staff, community agencies, and the staff of the child care facility;
- Ability to respect the family as the child's first teacher;
- Ability to work independently and as a team member;
- Ability to maintain accountability for work performance;
- Ability to maintain an organized office filing system ensuring efficient document retrieval and maintenance;
- Knowledge developing and maintaining efficient records and management systems;
- Computer literate with ability to use standard laptop and desktop personal computers and standard software such as Word and Excel;
- Ability to complete tasks with a high level of accuracy;
- Ability to express ideas clearly and concisely in writing and orally;
- Ability to understand and execute complex oral or written instructions and to apply extensive or obscure guidelines to a wide variety of work situations;
- Ability to meet all Early Childhood continuing education requirements determined by the State of Alaska; and
- First Aid and CPR training within six months of hire, if there is not one in possession or has expired.

Working Conditions:

Big Bay Beginnings Child Development Center employees strive both for excellence in the services they provide and to serve with integrity. Effective communication is essential in the workplace and employees must learn how to share problems with fellow employees with a purpose of solving them.

All employees must be willing and able to be a mandatory reporter in cases of known and suspected child abuse and neglect. Additionally, employees may not have a physical, behavioral, or domestic violence problem that may pose a significant risk to the children in care.

This is a full-time, exempt salaried position with benefits based in Seward, Alaska. Days and hours of operation are Monday through Friday, 7:30 a.m. – 5:30 p.m. Big Bay Beginnings Child Development Center maintains a drug free and non-smoking environment. Finger printing and background checks are required.

To Apply:

Please email cover letter and resume to admin.cdc@qntak.org with "Child Development Center Administrator" in the subject line or in person at 520 4th Ave, Seward, AK. If you have any questions, please call Christiana Smith at 907-224-2677.

Position is open until filled.