

The Denali Preschool and Learning Center provides excellent, affordable childcare and early education opportunities to nurture children and promote stronger, healthier families in the rural community of the Denali Borough.

The DPLC Director is the manager of the daycare's affairs. Ultimately the Director is responsible to the Board of Directors.

Denali Preschool and Learning Center (DPLC) is a 1,900 square foot non-profit childcare and preschool located in Alaska's interior near Denali National Park and Preserve in the town of Healy. We have many families enrolled in the center and provide community activities that benefit over 250 families of the greater Denali Borough.

General Responsibilities

- Contacting state and local regulatory agencies to ensure the center conforms to health, safety, and licensing regulations
- Collaborating with the Board of Directors on grants, policies, tuition, family communication, and troubleshooting emerging issues.
- Interview, hire, schedule and manage a team of 5-10 child care workers.
- Supporting staff development and training.
- Oversee facility needs, such as fuel supply, custodial work, repairs, general upkeep, etc.
- Communication with prospective families and orientation for new attendees.
- Contacting agencies helpful in dealing with evaluating children with possible learning and/or behavioral needs.
- Ensure the center adheres to all state mandated safety requirements.
- Act as a child care worker when not fulfilling administrative duties

Physical and Mental Demands

- The physical demands of this job require standing, walking, sitting, and speaking; specific visual abilities are also required.
- Ability to bend, reach, and occasionally lift up to 50lbs.
- The employee must have the ability to effectively manage the stress of working with small children, students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

Job Requirements

- Must be 21 years of age.
- Educational requirements for the state of Alaska: 12 semester hours of college credit in Early Childhood Development, Child Development, Child Psychology, or similar fields. Alternatively, a BA or BS degree in an alternate field with a minimum of 3 hours in child development.
- Effective communication and interpersonal skills.
- Ability to follow through on tasks independently.
- Experience in classroom management and/or navigating challenging behaviors while maintaining a positive and professional work environment.
- Desire to create a work and play environment that fosters curiosity, and growth, with an emphasis on developing social and emotional skills
- Basic computer literacy skills including word processing, printing, and e-mail.
- CPR/First Aid Certified or ability to obtain
- Familiarity with Alaska state licensing requirements or a daycare facility- or the desire and ability to do so.
- Ability to read and interpret documents such as Individual Education Plans (IEPs), behavior plans, lesson plans, etc.

Offers of employment are contingent upon completion of a satisfactory criminal background check. The Director of Administration position is opened until filled.