



Director Job Description

JOB DESCRIPTION:

- Report to Administrator and/or Skagway Child Care Council board
- Lead a program focused on assigned age group
- Coordinate and implement field trips
- Manage behavior of children using developmentally appropriate practices
- Prepare snacks and lunches
- Encourage healthy habits for children, i.e. handwashing, hydration, safety, etc.
- Complete documentation as needed per Child Care Licensing requirements (unusual or concerning behavior, any major conflicts between children, accidents, injuries, medication administration, and any other important comments from children or parents, behaviors, or incidents)
- Conduct emergency procedures drills and complete documentation
- Professionally communicate with parents and staff
- Perform cleaning and basic maintenance
- Facilitate daily operations
- Develop curriculum
- Manage and support staff implementation of developmentally appropriate curriculum
- Snack planning
- Consistently maintain facility in accordance with current State of Alaska licensing regulations
- Maintain and adhere to budget provided annually by SCCC, providing detailed receipts for all transactions to bookkeeper
- Assist in interpersonal concerns
- Prepare monthly directors report and occasionally attend SCCC Board Meetings
- Occasional off-care hours may be needed for program preparation and planning
- Occasional fundraising hours may be requested

JOB QUALIFICATIONS:

- Energetic and positive attitude
- Physical ability to care for children
- Must be at least 21 years of age
- Provide **three** positive references
- CPR/First Aid Certification
- Complete assigned child care training
- Clear federal criminal background check
- CDA/CCA certified or Montessori certification
 - Certificate and documented experience must be available

WORK SCHEDULE

- Be available for monthly training requirements
- Based on availability and agreed commitment to part-time or full-time schedule
- Availability for fundraising efforts is appreciated
- Annual evaluation may be scheduled for convenient Sat/Sun hours, 2 weeks prior to final day of work
- Position is seasonal. Preferred availability is April through September. Start and end dates are negotiable

COMPENSATION:

- Pay: \$21-\$24/ hour based on experience and educational background
- 2 hours of monthly staff training at regular wage

To apply, please contact us for an application and to share resume: littledippersak@gmail.com

Website: www.skagwaylittledippers.com