



*Making a difference in the lives and families of
young children within our communities*

JOB ANNOUNCEMENT

Date: October 9, 2018

Closes: Open until filled

TITLE: Program Director

REPORTS TO: Executive Director

SALARY RANGE: \$34-\$41 per hour

SCHEDULE: Full-time, Full, Year

PURPOSE: Part of the Leadership Team and manages program service areas including planning, design, implementation, and evaluation of all programs and components. Supervises Center management staff to ensure quality, compliance, structure, monitoring, and continuous improvement training, over all programs and services including but not limited to: Program Structure; Education and Child Development; School Readiness; Health; Nutrition; Mental Health; Disabilities; Safety; Oral Health; Family and Community Engagement; Transitions; Data Management and Analysis; Reporting; Recordkeeping; Coaching; Volunteers; and Eligibility, Recruitment, Selection, Enrollment, and Attendance.

MINIMUM QUALIFICATIONS

- Bachelor's degree in early childhood education, special education, or related field
- Strong background in the development and supervision of developmentally appropriate programs for children ages birth to five years
- Prior Head Start experience preferred
- Demonstrated leadership competencies, supervisory and management skills

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of early childhood education theory and of techniques for working in partnership with families to support their children's education
- Excellent interpersonal skills, including the ability to lead a team, provide and receive feedback, and manage dynamic interchanges in meetings
- Superior verbal and written communication skills
- Ability to work cooperatively with groups of parents, supporting agencies, staff members and community representatives
- Work independently, meet deadlines, and able to plan and manage multiple projects
- Demonstrated personal and interpersonal qualities that support the mission, core values, and philosophy of the agency

To Apply: Submit resume, CCS Employment Application and cover letter to cgruver@ccsalaska.org or CCS Administrative Office, 2060 E. Industrial Dr. Wasilla, AK 99654

Applications are available at www.ccsalaska.org

CCS Early Learning is an Equal Opportunity Employer