

Alaska System for Early Education
Development (SEED) Director
Job Description



Agency Overview:

thread is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

Specific Responsibilities:

The Alaska SEED Director provides leadership and direction for the Alaska System for Early Education Development (SEED). This includes coordinating a statewide committee of Early Childhood Education (ECE) and School-age (SA) partners and moving current goals and activities of the committee forward.

1. Provide leadership of SEED including daily programming/initiatives, SEED Steering Committee and work groups, and overseeing the implementation of the SEED Strategic Plan.
2. Manage the SEED Registry utilizing best practice as defined by the National Workforce Registry Alliance.
3. Oversee Registry processes including policies/procedures, quality assurance processes, and reporting.
4. Work with stakeholders to develop data reports that inform statewide initiatives.
5. Track statewide professional development and other ECE and SA data and trends; produce relevant reports for stakeholders and the public.
6. Work closely with public and private partners to develop policy to improve the quality of EC and SA education.
7. Work to ensure statewide professional development work aligns and advances **thread** professional development efforts.
8. Develop and implement training and trainer approval system.
9. Oversee updates of Alaska's Core Knowledge and Core Competencies.
10. Track national trends in ECE systems to inform the decisions and activities of the Alaska Early Childhood Coordinating Council (AECCC).
11. Partner with national organizations such as Child Care Aware of America (CCAoA), National Association for the Education of Young Children (NAEYC), and the National Workforce Registry Alliance, etc.
12. Collaborate with all early childhood professional markets to increase SEED Registry membership.
13. Manage statewide professional development funding from the State of Alaska and the reconciliation of monthly and quarterly financial data with the Chief Financial Officer (CFO).
14. Develop and coordinate projects and programs as assigned.
15. Collaborate with Chief Executive Officer and Chief Operating Officer in pursuing grant funds.
16. Provide accurate program data for grant proposals and reports.
17. Other duties as assigned.

Qualifications:

1. BA required, MA/MS preferred, in education, child development, public administration, and social work or related field.
2. Prior experience with program development and reporting required.
3. Prior experience with grant writing required.
4. Prior experience with supervision required.
5. References and valid identification required.
6. Must pass background check.

Key Competencies:

1. Passion and commitment to **thread** and SEED's mission and the importance of early childhood education.
2. Knowledge of early care and education programs and services, and community collaboration initiatives.
3. Ability to provide high level, positive customer service.
4. Ability to effectively facilitate and lead stakeholders to achieve goals.
5. Flexibility and adaptability as organizational needs change.
6. Strong interpersonal skills required.
7. Strong analytical skills and attention to detail.
8. Strong customer service skills required.

Updated 12.2021

**Alaska System for Early Education
Development (SEED) Director
Job Description**



9. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community
10. Ability to use database systems and general office programs with comfort and ease including Microsoft Word, Excel, Access, Zoom, PowerPoint, Salesforce, shared project management tools, and Outlook.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm, other hours as required

Location: 3350 Commercial Dr. Ste 203 Anchorage, AK 99501

Position Type: Full Time, 40 hours/week

Classification: Exempt, Permanent

Compensation: \$75,000 - \$85,000 annual salary

Supervisor: Chief Executive Officer (CEO)

Supervises: Statewide Systems Coordinator(s)

Full Time Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes to HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free thread services.

Updated 12.2021