



Joy Child Development Center
10111 East Eagle River Loop Road
Eagle River, Alaska 99577
907-694-2755
Fax: 907-694-1467

Position Title: Director

Name: _____

Exempt or Nonexempt (Circle one)

Report to: The Assistant Director reports to the Director.

Wages: Hourly based position dependent upon education, experience, and maintenance of credentials and up to date annual training requirements, and job performance.

Hours: Scheduling depends on monthly enrollment, daily attendance, and staffing analysis. Work week includes Monday through Friday between 6:30 am 6:00 pm.

Job Summary: Ensuring effective and efficient operations of the Joy Child Development Center, which provides quality education and/or childcare services for the local community.

Duties and Responsibilities:

- Responsible for interfacing with parents on enrollment procedures, fees, policies, and other matters as required.
- Manage Procure registrations.
- Ensure codes for entrance doors and input and removed in a timely manner.
- Inform the Joy CDC Board of the needs and concerns of the staff, children, and parents/guardians. Make recommendations to the Board and assist them in formulating policy. Actively participate in the setting of goals and long-range planning.
- Ensure recruiting, hiring, supervising, motivating, scheduling, disciplining, and training of personnel.
- Conduct employee annual reviews and have staff create 3 goals for the coming year.
- Update employee and parent handbooks as needed.
- Work with Board of Directors to update policies as needed.
- Ensure breaks are being completed.
- Ensure that all records of Joy CDC are maintained accurately and neatly to satisfy the daily operations, grant requirements, and municipal and state requirements.
- Ensure sign-in boards are accurate.

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- Obtain food handler's card.
- Obtain ServSafe Certificate.
- Responsible for the daily management of the Joy CDC program. Conduct program according to established policies while maintain a caring and instructive atmosphere. Maintain a positive relationship within the Church.
- Develop programs that are challenging and interesting.
- Responsible for nutrition program in accordance with USDA guidelines.
- Develop a budget with the bookkeeper.
- Maintain supplies within the approved budget.
- Maintain staff files in accordance with Municipal guidelines.
- Maintain student files in accordance with Municipal guidelines.
- Conduct monthly staff meeting to include In-Service trainings.
- Conduct observations in classrooms to ensure curriculum is being used.

General Background: The general nature and scope of this position is to provide supervision and direction of the Joy Child Development Center. Incumbent is given broad guidelines to meet objectives. Policy is established by the JCDC Board of Directors. The level of activity is high with the number of children, parents, and employees involved. Incumbent must be a self- starter capable of running a business.

Authority and Decision Making:

- Conduct program according to established policies.
- Make recommendations to the Joy CDC Director concerning the center, policy, staffing, etc.
- Schedule proper personnel coverage in the absence of the Director.
- Handle parent or employee complaints.

Representative Problems and Challenges:

- Proper scheduling of both children and employees to meet licensing requirements.
- Operating Joy CDC in such a manner as to comply with the letter and intent of all statues and regulations.
- Provide challenging and interesting programs.

Significant internal/external contacts and relationships:

- Daily contact with parents.
- Frequent contact with the Pastor of Joy Lutheran Church.

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- Frequent contact with the Joy CDC Board President.
- Attend monthly Joy CDC Board Meetings.
- Attend monthly Church Council Meetings.
- Professional contact with the community, inspection, and licensing agencies.

Qualifications:

- Degree in Early Childhood Education or related field. In lieu of a degree, additional work experience and 12 college credits in above areas may be substituted.
- Experience in early childhood settings (8-10 years desired).
- Positive security clearance based on result of state and federal fingerprint check.
- Current Pediatric First Aid and CPR certification.
- Experience in personnel and financial management duties.
- Ability to work and positively with parents, children, staff, and church employees.
- Ability to read, write, and speak English.
- Ability to prepare written reports and memos.
- Ability to lift a minimum of 35 pounds.
- Ability to sit in small chairs.
- Ability to get up and down from the floor.
- Kneel, bend at children's level, walk, stand, and run.

I meet the qualification of and understand and accept all of the duties and responsibilities stated in this job description. I also accept the hours, wages, paid holidays, and employment period as specified.

Employee's Signature and Date

JCDC Board President's Signature and Date

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