



NOW HIRING

Denali Preschool and Learning Center Director of Administration

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.

Job Requirements

- A high school diploma or equivalent
- 12 semester hours of college credit in Early Childhood Development, Child Development, Child Psychology, or the equivalent as required by the state
- Basic skills in reading, writing, and math
- Able to maintain confidentiality and inspire confidence and cooperation of staff, parents, students, administrators, and the public.
- Applicants must have effective communication and interpersonal skills to properly listen to the needs of both the students and parents and to provide clear verbal instruction and reports on children's performance.
- Must have experience in classroom management, including working with children with special needs, and addressing challenging behaviors while maintaining a positive and professional attitude.
- We seek applicants who will focus on the holistic needs of our children's growth, education, and social emotional skills.
- Four (4) references and completed application
- Training in abuse reporting

The following are preferred:

- Certified in First Aid / CPR
- One year experience working in general education, special education, agency, or private school settings
- Basic experience with office equipment and computer literacy skills including word processing, printing, and e-mail
- Ability to read and interpret documents such as Individual Education Plans (IEPs), behavior plans, lesson plans, etc., under the direction of a special education teacher.
- Ability to share essential information appropriately with team members to aid in the execution of individual student programs.
- Ability to take direction and follow through on tasks independently.



General Responsibilities

- Contacting state and local regulatory agencies
- Conforming to health, safety and licensing regulations
- Attending all Board meetings
- With the Board, defining existing policies of admission, attendance, tuition and educational goals
- Evaluation of child care workers
- Planning a yearly calendar of events and closures
- Preparing grant proposals and setting up grant committees
- Monitoring facility necessities such as fuel supply, food supply, first aid kits, etc.
- Responding to parents complaints and concerns
- Informing the Board of Directors of parent complains and concerns

Community Relationships

- Welcoming visitors to DPLC and arranging for the visit to be pleasant and worthwhile
- Planning and administering a student teaching program in cooperation with local educational funding institutions
- Attending and participating in professional conferences, lectures and other educational events
- Be sensitive to the community's special needs (ex. Parties, wedding, events) and the possibilities of contracting child care during these special events

Communication with the Board of Directors

- Decisions related to facility operation need to be reviewed with the Board of Directors on a monthly basis.
- In case of an emergency, the administrator will contact at least one of the Board members
- The Administrator may take on all other duties of staff if needed.
 - Example: childcare, supervising children, outdoor activities, etc...

Fiscal Responsibilities

- Arranging for repairs
- Prepare monthly reports for monthly board meetings

Space and Equipment

- Planning for equipment indoors and outdoors
- Arranging for custodial care, maintenance and repairs of facility and equipment

Staff



- Advertising available positions
- Select and recommend new daycare providers to the Board for approval
- Recommend staff for permanent status or separation after trial employment period
- Arrange for substitute help as needed
- Conduction of regularly scheduled staff meeting
- Planning and implementing of in-service training programs for the staff and recording training in the staff's files
- Facilitation interpersonal relationship between staff (solving conflicts, encouraging, recognizing and dispelling problems)

Enrollment

- Orienting parents of prospective children
- Familiarizing parents of enrolled children with parent and facility policies
- Orienting new children and encouraging gradual assimilation
- Being alert to enrollment needs at all times

Health

- Contacting agencies helpful in dealing with special needs children
- Maintaining a referral system for specials needs children
- Maintaining good hygiene habits to model to children

Safety

- Keeping informed of the school's legal responsibilities and liabilities
- Implementing a program of playground safety
- Conducting and recording fire drills

Physical/Mental Demands

- The physical demands of this job require frequent standing, walking, sitting, speaking, and hearing.
- Specific visual abilities are also required.
- The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing less than 50lbs.
- The employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.
- The employee must have the ability to effectively manage the stress of working with students, parents, and other employees representing diverse cultures, personalities, and work styles in a dynamic work environment.

Compensation



- Hourly wages will be based upon abilities, training, length of service, education, experience and job responsibilities.
- Paid Holidays for full time employees: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veterans Day, Thanksgiving Day, Black Friday, and Christmas Day.

Offers of employment are contingent upon completion of a satisfactory criminal background check.

The Director of Administration position is opened until filled.

Compensation depends on experience, starting pay \$20-\$25 per hour.

If interested, please submit a cover letter, resume or CV, relevant education transcripts, along with names, mailing addresses, and telephone numbers of four individuals who can provide references. Applications can be mailed or emailed:

Attn: DPLC Board of Directors
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e-mail: dplcboard@gmail.com