



## Gold Creek Child Development Center **Executive Director Job Description**

**Location:** Juneau, Alaska

**Reports to:** Board of Directors

**Starting Salary:** \$65,000 - \$80,000 DOE

### **Overview:**

Gold Creek Child Development Center (Gold Creek or the Center) seeks a dedicated Executive Director to lead its early childhood center in Juneau, Alaska. Gold Creek is fully accredited through the National Association for the Education of Young Children (NAEYC) and is federally-sponsored, operating in the Juneau federal building. At Gold Creek, we believe all children deserve to be loved, respected, and appreciated. We value each child as an important and capable individual and strive to create developmentally appropriate environments that stimulate children's curiosity while allowing children to learn through self-chosen play.

Gold Creek offers a warm, friendly, and professional environment, with countless opportunities to make a positive impact on the lives of children. Gold Creek is a non-profit, independent child development center for children ages 6 weeks to five years. At full enrollment, the Center serves approximately 60 children with a staff of 20 talented and passionate educators and administrators. The quality of Gold Creek is rooted in a strong community, one that promotes communication across administrators, teachers, families, and the Board of Directors. For more information about Gold Creek, please visit: <https://www.goldcreekchilddevelopment.com>.

### **Qualifications:**

The Executive Director must meet the following qualifications, experience, and qualities:

- Meet or be willing to obtain NAEYC qualifications for a director/program administrator, including having a bachelor's degree in: (1) early childhood education, child development, elementary education, or early childhood special education; or (2) another major with at least 36 college credits in early childhood education, child development, elementary education, and/or early childhood special education; or (3) state public school certification to practice as a teacher for children from birth to eight years old. In addition, the Executive Director must have or be willing to obtain 9 higher education credit hours in business and program administration.
- Meet or be willing to obtain all requirements under Alaska law. *See* [7 A.A.C. § 57.300](#) (Qualifications of an Administrator).
- Have or be willing to obtain general knowledge of NAEYC criteria for child care programs and be able to evaluate and implement NAEYC child development curriculum.
- Experience managing staff, including past responsibility for hiring new staff, and reviewing and improving the performance of current staff.
- Have an understanding of child development, the ability to care for children, and the skills to work effectively with children, family members, staff, and community agencies.
- Possess a deep and proven commitment to the success of all children and a strong belief in

the potential of every child.

- Be capable of managing Gold Creek's finances, including grant management.
- Have a demonstrated ability to manage processes, including attention to timelines, due dates, tasks to be completed, and solving problems that arise unexpectedly.
- Be able to relate meaningfully and effectively with children, parents, and staff of diverse backgrounds.
- Possess strong communication and customer service skills.
- Be at least 21 years of age.

### **Duties and Responsibilities:**

Gold Creek's Executive Director reports to the Board of Directors and manages the daily operations, along with the Assistant Director, of Gold Creek. To continue Gold Creek's success and improve the education and services it provides its children and families, the Executive Director will:

Operate an efficient, organized, and high-quality child development center. The Executive Director will supervise Gold Creek's child care program, with an emphasis on overseeing the planning and implementation of developmentally appropriate curriculum and activities, with the assistance and support of the Assistant Director. They will oversee and ensure the smooth day-to-day operation of Gold Creek. They will also manage enrollment and class transitions. In addition, the Executive Director will strive to enhance the daily curriculum in each classroom, and will provide guidance and support for classrooms to improve the ability of teachers to focus on the children and minimize and quickly address disruptions.

Manage a dedicated and caring staff. The Executive Director will recruit, hire, evaluate, and retain a team of high quality, diverse staff, striving to keep turnover low and morale high. They will create an environment that enables teachers to perform their best work, and provide mentoring and effective support to help teachers improve their skills as needed. They will maintain and foster a collegial and supportive environment that values diversity.

Communicate and work effectively with the Gold Creek community. The Executive Director will provide regular, meaningful, and effective written and oral communication to the Gold Creek community, including Gold Creek families, children, and staff. They will also communicate effectively with families seeking to enroll their children in Gold Creek. Support in these endeavors will be provided by the Board of Directors.

Communicate and work effectively with the Board of Directors. The Executive Director will communicate regularly and effectively with the Board of Directors and support the Board's strategic planning activities. In turn, the Board assists the Executive Director by providing a clear strategic plan and other support as needed.

Supervise Gold Creek's business and financial affairs. The Executive Director will effectively and prudently manage Gold Creek's budget and work within available resources, with the assistance of external bookkeeping and accounting services. They will assist in the preparation of annual budgets and executing such budgets and work with the Board of Directors to ensure the financial sustainability and health of Gold Creek, including pursuing and managing grants and other stipends for Gold Creek. The Board of Directors ensures clarity and support for the Executive Director with these responsibilities.

Communicate and work effectively with representative(s) of the General Services Administration (GSA). The Executive Director will work with GSA to ensure Gold Creek's space in the Juneau federal building is well-maintained and appropriate for children. Additionally, the Board of Directors liaises with GSA and assists where necessary.

Maintain accreditation and general compliance. The Executive Director will ensure Gold Creek is compliant with all rules and regulations, including health and safety standards, and maintain Gold Creek's NAEYC accreditation. They will review and address promptly recommendations and issues raised by accreditation representatives.

**Salary and Benefits:**

Gold Creek aims to provide a competitive salary and benefits package. Qualifying administrators may earn up to \$5,900 yearly in addition to salaried wages from the [HEARTS award](#). Additionally, Gold Creek offers up to a 5% performance-based salary increase. Other benefits include health care benefits, paid annual and sick leave, paid holiday leave (outside of the accrual of paid time off), a childcare discount, and on-site fitness center membership.

You will enjoy a workplace in the heart of downtown Juneau, within walking distance to coffee shops, restaurants, and nature trails. We strive to maintain a friendly work environment and support work/life balance. This position is supported by a dedicated and skilled Board of Directors, an Assistant Director, bookkeeping and accounting professionals, and a loyal and devoted staff of teachers. Gold Creek is known for excellence in early childhood education and is a truly dynamic and exciting work environment. Further training and professional development opportunities, especially for those seeking to fulfill the above mentioned requirements, will be provided. The Center is excited to support the growth and development of a passionate, caring, and skilled professional selected for this position.

**Application Instructions:**

To apply, email a cover letter and resumé to [goldcreekcdcboard@gmail.com](mailto:goldcreekcdcboard@gmail.com). Please put in the subject line of the email "Application for Executive Director." **Gold Creek Child Development Center is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.** Position is open until filled.