



Gold Creek Child Development Center

Director

Overview

Gold Creek Child Development Center (Gold Creek) seeks a dedicated 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 at 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. The Center serves approximately 60 children with a full-time staff of 20 talented and passionate educators and administrators. We are proud to have many teachers and families with long tenures at Gold Creek. The quality of Gold Creek is rooted in a strong community, one that actively fosters family participation in the classrooms and promotes communication across staff, teachers, families, and the Board of Directors. For more information about Gold Creek, please visit: <https://www.goldcreekchilddevelopment.com>.

The Director will provide strong leadership for Gold Creek and maintain its strong community of teachers, staff, and families to meet the physical, emotional wellbeing, intellectual curiosity, creativity, self-reliance, appreciation for diversity, self-control, and self-esteem of Gold Creek's children. The Director will manage an exceptionally talented and diverse staff and will oversee Gold Creek's curriculum and programming, while managing Gold Creek's budget responsibly and maintaining compliance with licensing and accreditation standards. The Director will serve as a welcoming and warm presence to all families.

The ideal candidate will be an experienced early childhood education professional with leadership and management experience and a passion for supporting the health, growth, and development of children. In addition, the ideal candidate is a strong communicator and manager with a proven ability to work with people of diverse backgrounds and who has a natural customer service orientation. They will also have a demonstrated ability to manage processes, including attention to timelines and deadlines, and the flexibility and poise to solve problems that arise unexpectedly.

Qualifications

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

- Must meet 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 Director must have 9 higher education credit hours in business and program administration.

- Early childhood experience and supervision is necessary.
- Must meet all requirements under Alaska law. *See* 7 A.A.C. § 57.300 (Qualifications of an administrator).
- A deep and proven commitment to the success of all children and a strong belief in the potential of every child.
- General knowledge of NAEYC criteria for child care programs; experience working at a federally-sponsored center is a plus. Experience managing a staff, including past responsibility for hiring new staff, and reviewing and improving the performance of current staff.
- A demonstrated ability to manage processes, including attention to timelines, due dates, tasks to be completed, as well as to solve problem that arise unexpectedly.
- Ability to relate meaningfully and effectively with children, parents, and staff of diverse backgrounds.
- Strong communication, and customer service skills.
- Be at least 21 years of age.

Duties and Responsibilities

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

- Operate an efficient, organized, and high-quality center. The Director will supervise Gold Creek's child care program, with an emphasis on overseeing the planning and implementation of developmentally appropriate curriculum and activities. 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 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 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 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.
- Communicate and work effectively with the Board of Directors. The Director will communicate regularly and effectively with the Board of Directors and support the Board's strategic planning activities. In addition, the Director will perform such duties as the Board

may assign to the Director from time to time.

- Supervise Gold Creek's business and financial affairs. The Director will effectively and prudently manage Gold Creek's budget and work within available resources. 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 grants and other stipends for Gold Creek.
- Communicate and work effectively with representative(s) of the General Services Administration (GSA). The Director will work with GSA to ensure Gold Creek's space in the Juneau federal building is well-maintained and appropriate for children.
- Maintain accreditation and general compliance. The 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

Salary is competitive and commensurate with experience and qualifications. There is a potential for bonuses. Other benefits include health, leave, childcare discount, and on-site fitness center access.

Application Instructions

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