

**Bayshore Early Learning Center Administrator
Job Announcement**

**July 20, 2022
JOB OPEN UNTIL FILLED**

Position Title: Administrator

Department: Bayshore Early Learning Center, 3131 Amber Bay Loop, Anchorage, Alaska

Reports to: General Manager and Board of Directors of Bayshore Owners Association

General Summary: Under the direction of the General Manager, ensure smooth day to day operation and short and long-term planning for Bayshore Early Learning Center including, but not limited to curriculum, staffing, finance, marketing/community presence, and regulatory compliance and NAEYC accreditation.

Desired Qualifications:

- NAEYC.org administrator recommended qualifications: (1) BA in early childhood education, child development, elementary education or early childhood special education; BA degree in another major with 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 ages birth to 8 years.
- Supervisory skills
- Ability to relate joyfully and sensitively to children and staff
- Microsoft Office Word and Excel
- Must be at least 23 years of age

Work Schedule: Typical 7:00 a.m. to 3:00 p.m. Monday through Friday, but less hours or different hours to work around your child care or school schedule will be considered.

Pay: \$60,000 annually, depending on education and experience

Benefits:

- Paid Leave Time
- Paid Holidays
- Family privileges to Bayshore Clubhouse including swimming pool, fitness center, and tennis courts
- 100% employer paid union health/dental insurance (\$35 to add spouse or \$50 for whole family)

Amenities: Beautiful workplace - Friendly staff

MORE INFORMATION: Please call today! Susan at 907-522-4909.

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