

Seldovia Community Preschool Executive Director Job Description

We are hiring for an Executive Director to join the Seldovia Community Preschool (SCP). SCP's mission is to provide a high quality, place-based preschool program for Seldovia area residents. The Executive Director will be responsible for supervising a part-time preschool program in accordance with the policies and philosophy of the Seldovia Community Preschool Board.

Primary Responsibilities:

The Executive Director will be responsible for:

- Managing preschool operations and ensuring compliance with all State of Alaska licensing standards and Kenai Peninsula Borough School District requirements per the Memorandum of Agreement;
- Ensuring appropriate safety, supervision, protection and guidance to children and staff;
- Supervising and meeting regularly with staff;
- Setting and maintaining an operational budget;
- Supporting families with identifying resources and offering administrative assistance when needed/required.

Minimum Job Requirements:

- Must be at least 21 years of age;
- Must have the management and supervisory skills necessary to select and supervise personnel, including delegation of responsibility and motivation of staff;
- Must possess Infant/Child CPR/First Aid certification or be willing to obtain certification;
- If hired, must be willing to complete all trainings required by State of Alaska and the Kenai Peninsula Borough School District;
- Must be on site during SCP's operational hours (Monday-Thursday, 8:45AM-12:45PM; Friday flexible);
- Must be able to act as a classroom substitute for Aides or Lead Teacher in order to maintain student/teacher ratio of 10:1.

Knowledge, Skills and Abilities:

- Must have the skills to work with: children, families, community agencies, Board of Directors;
- Ability to manage work time well, prioritize and meet deadlines;
- Must maintain confidentiality of family and child information at all times;
- Self-motivated in increasing knowledge and skills by attending training, workshops, conferences and reading literature related to early childhood development;
- Assisting/ attending public events sponsored by SCP and participating in fundraising for the preschool;
- Attending regular Board meetings.

Position Type:

This is a part-time, 25 hr/wk position. Pay for this position is DoE. This job posting will remain open until filled.

To apply: Please email seldoviapreschool@gmail.com with your resume, cover letter, and 3 references with contact information.