



## Betty Eliason Child Care Center

607 Lincoln Street

Sitka, AK 99835

Phone: (907) 747-5892

Fax: (907) 747-5422

### Job Title: Assistant Director

**Location:** Sitka, AK

**Reports To:** Director of Child Care Operations, Board of Directors

**Wages:** \$25-30/hour DOE

**Position Type:** Full-time

**Schedule:** Varies

#### Position Overview:

The Assistant Director plays a key role in supporting the Director in the overall management of the child care center, with a strong focus on **direct supervision of staff, coaching, curriculum implementation, and behavior management**. In addition to administrative responsibilities, this individual will serve as a Lead Teacher in their assigned classroom, ensuring high-quality instruction and a nurturing learning environment for children. The Assistant Director will work closely with the Director to maintain compliance with licensing requirements, promote staff development, and support a positive, collaborative work culture.

#### Key Responsibilities:

##### Staff Supervision & Coaching:

- Provide **direct supervision and mentorship** to lead teachers, assistant teachers, and substitutes, ensuring they meet the center's expectations for quality care and instruction.
- Conduct **regular classroom observations** to provide constructive feedback and coaching to improve teaching strategies and behavior management techniques.
- Assist the Director with **staff hiring, evaluations, and professional development**, including organizing **monthly training sessions** and one-on-one coaching.
- Support staff in **classroom management techniques, child engagement strategies, and conflict resolution** to foster a positive learning environment.
- Step in as Acting Director when needed, ensuring continuity in operations and staff oversight.

##### Curriculum Implementation & Classroom Leadership:

- Guide teachers in developing and implementing **age-appropriate curriculum** aligned with state standards and the center's educational philosophy.
- Ensure that **lesson plans, activities, and learning environments** support the developmental needs of all children.

- Promote an **inclusive and culturally responsive curriculum** that meets the diverse needs of children and families.
- Monitor classroom instruction and provide feedback to enhance **teaching effectiveness, engagement, and learning outcomes**.
- Serve as a **Lead Teacher**, modeling best practices in early childhood education and supporting the learning and development of children in the assigned classroom.

Behavior Management & Child Development Support:

- Train and support staff in **effective behavior management techniques**, including **positive reinforcement, conflict resolution, and individualized behavior plans**.
- Work with teachers to **identify and address challenging behaviors**, collaborating with families to develop strategies for child success.
- Ensure that discipline approaches align with **developmentally appropriate practices and state regulations**.
- Act as a resource for teachers and families regarding **social-emotional learning and intervention strategies**.

Administrative Operations & Compliance:

- Assist the Director in ensuring the center meets **state licensing and accreditation requirements**.
- Maintain **up-to-date documentation** on child assessments, behavior management plans, and staff training.
- Oversee **grant administration** and ensure compliance with food programs and other funding sources.
- Support **fundraising efforts, public relations, and board meetings** to help sustain and grow the center.
- Ensure that all **policies and procedures related to health, safety, and emergency preparedness** are consistently followed.

Family & Community Engagement:

- Serve as a **primary point of contact for parents**, ensuring open communication about their child's progress, development, and any behavioral concerns.
- Work collaboratively with families to provide **resources, guidance, and support** for their child's learning and well-being.
- Participate in **community outreach and networking efforts** to promote the child care center and foster partnerships.

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Qualifications:

- Meet the requirements for Administrator Designation:
  - Be at least 21 years old.

- Possess strong management and supervisory skills, including staff selection, delegation, and motivation.
- Meet one of the following education criteria relevant to child development:
  - SEED career ladder level 7 certificate or higher.
  - At least 12 college semester hours in early childhood development, child psychology, or related fields (up to 3 hours may be in management).
  - A current Child Development Associate (CDA) credential.
  - An accredited Montessori teaching certificate.
  - A school-age child care education certificate or child/youth care credential.
  - Another early childhood education credential approved by the Department.
- **OR Bachelor's degree** in Early Childhood Education, Child Development, or a related field (or equivalent qualifications such as a **CDA certification** with significant experience).
- Minimum of **2 years of experience** in early childhood education, with at least **1 year in a leadership or supervisory role**.
- Strong **leadership and team management** skills, with the ability to **coach and mentor staff** effectively.
- In-depth knowledge of **curriculum development, behavior management strategies, and child development best practices**.
- **CPR and First Aid certification** (or willingness to obtain).
- Excellent **communication and interpersonal skills**, with the ability to engage with children, staff, and families.
- **Ability to adapt to a dynamic environment**, handle multiple responsibilities, and support the Director in center-wide operations.

Working Conditions:

- Work is performed in **both an administrative and classroom setting**, with occasional outdoor activities.
- Some evening or weekend work may be required for **staff training, meetings, and special events**.
- Physical demands include **sitting, standing, walking, lifting up to 50 pounds, and occasional bending or reaching**.

Why Join Our Team?

This position is ideal for an **early childhood education professional** looking to step into a leadership role while remaining directly engaged in teaching and mentoring. As the **Assistant Director/Lead Teacher**, you will have the opportunity to **shape the learning environment, support staff development, and make a lasting impact** on the children and families we serve.

**How to Apply:**

Please submit your resume, cover letter, and any relevant certifications to [boardofdirectors@becccsitka.org](mailto:boardofdirectors@becccsitka.org). Applications will be accepted until the position is filled. First review **March 21, 2025**.

*We are an equal opportunity employer and value diversity in our workplace. All qualified individuals, regardless of background, are encouraged to apply.*

Begin the following application and have as much completed as possible, in addition to the above requirements:

<https://health.alaska.gov/dpa/Documents/dpa/programs/ccare/forms/CC56-Administrator-Designation-and-Qualification-Form.pdf>