



Betty Eliason Child Care Center

607 Lincoln Street
Sitka, AK 99835
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Job Title: Director of Child Care Operations

Location: Sitka, AK

Reports To: BECCC Board of Directors

Salary: \$60-70,000 annually, DOE

Position Type: Full-time, Contracted

Schedule: Varies

Position Overview:

The Director of Child Care Operations is responsible for overseeing the administration, staffing, and overall management of the child care center. This position plays a critical role in leading the center's team, developing and implementing programs, and ensuring a safe and nurturing environment for children. Additional responsibilities include overseeing fiscal management and ensuring regulatory compliance. The Director works closely with the Board of Directors, staff, families, and community stakeholders to support the center's mission and goals, particularly promoting accessibility for underserved, low-income, and indigenous families.

Key Responsibilities:

Facility & Operations Oversight:

- Supervise the maintenance staff to ensure the facility remains safe, clean, and compliant with health and safety regulations.
- Monitor and enforce fire, health, and environmental safety standards.
- Coordinate emergency preparedness plans, including regular safety drills and protocol reviews.

Staff Supervision & Development:

- Oversee hiring, training, and supervision of all teachers and support staff.
- Provide mentorship and support to staff, fostering a culture of continuous learning and professional development.
- Conduct staff evaluations and promote professional growth.

Parent & Community Engagement:

- Serve as a primary point of contact for parents, addressing concerns and ensuring clear communication.
- Build relationships with local organizations and stakeholders to enhance community involvement and support family resources.
- Manage the enrollment process, including maintaining waitlists and conducting family tours.

Board & Reporting Responsibilities:

- Prepare and present monthly reports to the Board of Directors, including financial updates, staffing reports, and grant status.
- Assist the Board in setting strategic goals, reviewing policies, and implementing new initiatives.
- Support fundraising efforts and community outreach initiatives to sustain and grow the center's programs.

Administrative & Regulatory Compliance:

- Ensure the center operates in compliance with all local, state, and federal regulations, including licensing and safety requirements.
- Regularly review and update policies to maintain compliance and reflect best practices in child care management.
- Oversee purchasing and inventory management, ensuring materials are stored and used in compliance with state guidelines.

Grant & Financial Management:

- Identify, apply for, and manage state and federal grants, including reporting requirements and compliance.
- Develop long-term financial strategies to ensure the center's sustainability and growth.
- Maintain accurate financial records, working closely with an accountant to ensure payroll, invoices, and bills are managed properly.
- Monitor grant-funded programs to ensure compliance with funding regulations and program objectives.

Qualifications:

Education & Experience:

Required

- Bachelor's degree in Early Childhood Education, Child Development, or a related field
- Minimum of 2 years of experience in child care administration or a related field (at least 1 year in a management or leadership role)

Preferred

- Master's degree in Education, Business Administration, or a related field (preferred).

Licensure & Certifications:

- Must meet the requirements for Administrator Designation:
 - Be at least 21 years old.
 - 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.
- CPR/First Aid certification (must be current or ability to obtain).

- Background check clearance and other state-required documentation.

Skills & Competencies:

- Excellent leadership and supervisory skills, including mentorship capabilities.
- Ability to manage multiple priorities and work under pressure.
- Strong written and verbal communication skills, along with strong organizational skills.
- Knowledge of child care licensing regulations and administrative best practices.
- Strong grant writing and financial management skills.
- Proficiency in QuickBooks Online, Microsoft Office Suite, and child care management software.

Working Conditions:

- Work is performed in an office and child care environment, with occasional outdoor activities.
- Some evening or weekend work may be required for meetings or special events.
- Physical demands include sitting, standing, walking, and occasional lifting (up to 50 lbs).

How to Apply:

- Please submit your **resume**, **cover letter**, and a **list of any relevant certifications** to boardofdirectors@becccsitka.org
- First review of applications will occur on March 21, 2025. Early applications are encouraged. The position will remain open until filled.

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

See Below for reference to the State of Alaska Licensing Requirements (Will need to be submitted and approved within two weeks of employment if not sooner)

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