

**Bristol Bay Native Association
Position Description**

JOB TITLE: Child Care Program Manager

OBJECTIVE: To develop and administer a comprehensive full day child development program that will provide children and families with quality services that meet the needs of working families in compliance with Alaska Child Care Licensing regulations.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the *Essential Job Results* stated below. **Job knowledge / documentation required:** Degree in Early Childhood Education or related field. Knowledge and mastery of *Developmentally Appropriate Practices*. Experience coordinating early childhood education, services to children with disabilities, and classroom management. Administrative experience including demonstrated excellent supervisory skills. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Ability to coordinate and/or conduct training sessions. Ability to communicate effectively, both orally and in writing. Computer experience desirable. Familiarity with Bristol Bay area, people and cultures. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, exposure to weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs.

Essential Job Results:

Achieve Program Goals

by

- Daily management to include planning and implementing a full day child development program license for the BBNA Child Care Program.
- Understanding the Alaska Child Care Program, and becoming proficient with Alaska State Child Care licensing regulations, and BBNA's organizational policies & procedures.
- Participate in development and application of Child Care policies including health and safety.
- Ensuring that all suspected cases of child abuse or neglect are promptly reported to the proper authorities
- Creating and updating Parent Handbooks, Policies and Procedures and forms as needed.
- Assisting parents with available child care assistance with BBNA, State of Alaska, etc.
- Attending meetings/training relating to child care center
- Understanding and utilization of the State of Alaska Background Clearance Unit (BCU) website to ensure staff/volunteer background clearances in conjunction with BBNA Head Start.

Provide Classroom Management

by

- Using positive behavior support strategies appropriate for early childhood settings
- Performing classroom work including direct child care, moving of classroom furniture and use of cleaning equipment, fluids and sanitizing agents.
- Ensuring that classroom environments are supportive and respectful of gender, culture, language, ethnicity and family composition

- Developing and using daily lesson plans which promote the social, emotional, physical, and cognitive development of children.
- Assessing individual and group needs, attending to special needs, specific interests, strengths and concerns.
- Attending Individual Educational plan meetings as appropriate, with parent, child, BBNA Head Start and Family Services Programs, BBAHC Infant Learning and Behavioral Health Programs, Dillingham City School District, and Office of Children Services.
- Providing activities and opportunities consistent with the individual needs and abilities of the children.
- Developing relationships with children and parents that are consistent and supportive.
- Working with parents to ensure that age appropriate nutritional foods are coordinated for meal and snack times.
- Understanding / implementing all attendance, health check and family contact procedures. Encouraging each child and family to participate regularly, and to notify the teacher promptly when the child has a change in health, will be absent, or arrive late.
- Monitoring Center staff for completion of daily attendance and child monitoring forms (check child files for completeness of required information)

Provide fiscal management

by

- Ensuring parents are well informed of billing procedures and timelines.
- Maintaining monthly child care billing, collection and reconciliation in coordination with established BBNA accounting procedures.
- Identifying and applying for new funding sources.
- Reviewing center rates are consistent with State of Alaska child care rates for ages of children

Ensures the presence of a well trained, qualified staff

by

- Participate in recruitment, selection, orientation, and training of center staff (Training to include Recognizing and Prevention of Shaken Baby Syndrome, Preventing Sudden Infant Death, and Identifying Infant Toddler Developmental Levels and Needs) CPR and First Aide.
- Helping staff understand the *reason* behind their job duties, how licensing regulations apply, and how to ensure accountability for their efforts.
- Ensuring that staff, parents, and volunteers receive instruction and training in Early Childhood Education.
- Understanding the background clearance process and attending the background training to meet State licensing regulations ensuring that children are not left alone with individuals who have not been issued clearance (including volunteers).
- Coordinating with center staff to ensure appropriate staffing and supervision and encourage volunteers in order to maintain required ratios: Infants 5:1, Toddlers 6:1
- Training staff to set and follow clear, consistent limits, and have realistic expectations in behavior and activities.
- Monitor center staff and prepare annual evaluations.
- Provide a positive role model and necessary support to staff and parents.
- Assist staff in implementing curriculums at the center.
- Meet with MAP program staff and students for appropriate work and job placement and training. (Age 16 must have Background Clearance)

Maintains safe and operational facilities, equipment, and adequate supplies

by

- Assuring that site is safe, accessible, free of fire hazards, and that play structures are sound.
- Acting as first point of contact for site staff for service needs.
- Maintaining center in compliance with state and federal regulations and local fire department standards.
- Ensuring fire drills are completed and documented monthly.

Monitors and improves program and service quality

by

- Observing, documenting, and assessing the level of effectiveness of the classroom environment.
- Identifying strengths and areas that need improvement.

Keeps Management Informed

by

- Producing a comprehensive monthly report to Workforce Development Director
- Timely processing of all reports and required forms of the State of Alaska licensing authority.
- Informing management of any issues which may impact CC operations (low attendance, collections, hazards, etc.)
- Keeping a record book of closures and notices disbursed.

Establishes effective relationships with children, parents, members of the community, and staff

by

- Communicating effectively with staff, families, children, and the public, including potential closures.
- Ensuring that information regarding the Center is effectively distributed to staff, parents, and the community on a regular and as needed basis.
- Having a familiarity with the Bristol Bay area, people, and cultures.
- Making parents feel welcome and part of the overall program.
- Providing newsletter material

Protect program integrity and client privacy

by

- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region

by

- Scheduling well planned trips to provide services, participate in training, workshops and to exchange information. Travel will be minimal for this position.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGES: \$23.15- 35.27/hr

REPORTS TO: Child Development Department Director

DUTY STATION: Family Resource Center, Dillingham

Employee acknowledgment / date

Supervisor / date

Director of Human Resources/date