

JOB VACANCY ANNOUNCEMENT

Opening Date:	April 30, 2021	Closing Date:	Until Filled
Position:	<u>Wainwright Child Care Program Manager</u>	Reports to:	Director of Social Services
Salary/Wage:	Grade 14; \$36.79 - \$40.62/HR DOE	Department:	Social Services
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.	Location:	Wainwright

Summary:

The Child Care Program Manager is responsible for the child care center's day-to-day activities and ensures that local, state, and federal child care requirements are met. The Center Director is responsible for instituting an environment that is healthy and safe for children. The Center Director will be responsible for developing and implementing policy and procedures to ensure that the center meets the licensing requirements.

This Program is grant funded for 2 years, by the Administration for Children and Families Office of Child Care through Child Care Development Fund.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

- Development of the Wainwright Tribal Child Care policy and procedures.
- Ensure that the center meets or exceeds the State of Alaska licensing standards.
- Complete the necessary pieces of training through Iisagvik College or an accredited program to maintain the necessary training requirements to hold the center license.
- Facilitate training for staff and necessary workshops for the center.
- Collaborate with center staff to develop an education curriculum compliant with local, state, and federal requirements.
- Screening, interviewing and hiring suitable employees.
- Meeting with parents to tour the facility and answer questions regarding the Wainwright Tribal Child Care Center.
- Ensure that the center is adequately stocked with necessary supplies and equipment.
- Assist with the development of the yearly budget with the Tribe.
- Monitor expenses, purchasing, and staffing.
- Complete the necessary training to obtain the Child Development Associate certification supported by ASNA and the Tribe. This will require taking classes through Iisagvik College and contact hours for infant and toddler care.
- Perform other duties as assigned.

Education and Experience

- High School Diploma or GED, required.
- Child Development Associate (CDA) certification
- Appropriate State licensure.
- Inupiaq speaking preferred.

Certification/Licensure:

- Child Development Associate (CDA) certification within one year of hire.
- Driver's License

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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