**Knik Tribe (KT) Position Description**

**Title:** Childcare Center Director  
**Department:** Education and Training Committee  
**Reports To:** Education and Training Director  
**Supervises:** Childcare Center Director Personnel  
**Wage / Salary:** Non-Exempt level position; DOE

**POSITION SUMMARY:**
This position will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, manage and support a complement of daycare staff, manage the center’s budget development, policy development and implementation, financial affairs, and personnel service administration.

**BASIC FUNCTIONS:**
Under the general direction of the Education and Training Committee/Director. The Childcare Center Director is responsible for the Knik Tribe’s management, and oversight of policies procedures within the Childcare Center. Position will oversee financial and management of departmental policies, and interdepartmental communications for Childcare Center that best serve the membership and organization. Responsible for all Childcare Center financial and reporting requirements and will seek additional sources of revenue including grant submissions. The position will work to enhance the personal growth and enrichment of the Tribe as it relates to our education, culture and history. The position uses considerable independent judgment and signature authority in decisions that influence development and operations of Knik Tribe.

**ESSENTIAL FUNCTIONS:**
- Ensure a safe, happy, and stimulating environment for children.  
- Manage and coordinate curricula with staff that complies with state and federal requirements.  
- Ensure that center facilities are safe for children and comply with laws and regulations.  
- Evaluate and purchase materials, equipment, and supplies.  
- Manage and support teaching staff and promote their professional development.  
- Interview, hire, and train new staff members, and ensuring they meet all policies and legal requirements.  
- Complete ongoing training and courses to remain up to date on daycare standards and procedures.  
- Communicate and meet with parents regarding their children and the center’s policies.  
- Manage and oversee the budget and accounts and ensure that the center remains profitable.  
- Develop and facilitate a marketing and communications plan.  
- Planning and Development  
- Develops, reviews, and updates departmental policies and procedures  
- Financial and budgetary administration, review, development, and monitoring  
- Ensures program compliance  
- Responsible for reporting to funding agencies as required
• Research, plan, and implement initiatives and special projects
• Develops and establishes a comprehensive, standardized communication system for all Childcare Center activities
• Will be responsible for timely and thorough communication of plans, requests, and recommendations to the Executive Director/Education and Training Director, and community as necessary
• Develop and sustain partnerships with community members and organizations to assist in developing, teaching, and ensuring that Tribal traditions are passed on for future generations by creating connections between elders, youth, and adults, and community stakeholders utilizing traditional cultural values with every opportunity
• Provide guidance and direction to Culture for preparing program proposals and for verifying accuracy, thoroughness, and reasonableness of proposed development plans, designs, implementation plans, and related presentation materials
• Responsible for ensuring compliance of approved Tribal policies and procedures and developing positive morale and team spirit while ensuring accountability for delegated responsibilities within Childcare Center.
• Assists in developing plans, goals, objectives, policies and procedures.

ADDITIONAL RESPONSIBILITIES:

• Participates in various meetings and special committees to obtain guidance, provide leadership, and coordinate activities of these groups to the best interest of the Childcare Center.
• All other job-related duties as assigned.

CONTACTS:
Immediate peers, peers in other departments, immediate supervisor/manager, managers in other departments, Executives, Board of Directors, Tribal members and employees, individuals, families, community groups, leaders, Tribal Elders and Traditional Dena’ina people, and knowledge carriers, pre-birth to higher educational institutions, social services personnel, Community, Federal, State, and other Tribal agencies, customers, vendors/ service providers

PHYSICAL REQUIREMENTS:
Position is sedentary, primarily sitting, lifting a maximum of 50 pounds. Physical factors include constant use of near vision and typing; frequent sitting, use of midrange vision, occasional standing, walking, carrying, lifting, stooping, kneeling, climbing, pushing, reaching, manual handling, use of hearing, smelling, far vision, depth perception, color/field of vision, travel and bending; Working conditions include occasional exposure to weather, extreme cold, and noise, Potential hazards include constant computer use, frequent travel by car and plane, occasional moving mechanic parts, electric shock, chemicals, infectious exposure, client contact, and equipment. Working conditions include contact with the public, client contact and infectious exposure. Exposure to outdoor environments including wooded, field, and uneven terrain for gathering, ceremonial or research purposes. Protective equipment/ clothing needed to perform the job include; hazard kit with protective gloves, mask, etc. and personal protective equipment
REQUIREMENTS:

**Education:** Bachelor's Degree in Education or related field, 2+ years of experience in similar position. Master's Degree in Public, Business, Education Administration, Education leadership or related field, Preferred.

- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Strong leadership and interpersonal skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic at all times.

WORK ENVIRONMENT:

TBD

CONDITION OF EMPLOYEMENT:

- Knowledge and experience of the KTC Service Area.
- Advanced ability with all Microsoft Office Applications.
- Capable of basic maintenance for general office equipment and multi-line phone systems.
- Knowledge of general secretarial/scribe functions and procedures.
- Advanced accounting knowledge.
- Advanced knowledge of federal funding processes and social services administration.
- Advanced knowledge of government funding and social services.
- **Must have valid driver license issued by State of Alaska within 30 days of hire**
- **Must pass a criminal background check**

Knik Tribal Council Practices Native preference per Public Law 93.638, with the following priority: Knik Tribe members, Alaska Natives, Native Americans.

Your signature below indicates that you have read the Position Description and that you understand the requirements and responsibilities of this job. This Position Description is not an all-inclusive list of duties and related tasks that may be requested of the incumbent, and this document is subject to revision by management as needed at any time.

_______________________________________________  
Childcare Center Director Project Manager        Date

_________________________________________  
Executive Director       Date