

Kachemak Kids Early Learning Center  
Job Description

**Title:** Executive Director

**Classification:** Permanent, Full-time, Salaried

**Supervised By:** Board of Directors via Board Chair

**Job Qualifications:**

1. Prefer B.A. in Early Childhood Education or related field
2. Prefer 3-5 Years experience in early childhood education
3. Experienced professional with exceptional communication and leadership skills.
4. Must pass state and federal background checks.
5. Infant and Child CPR/First Aid certification

**Responsibilities:**

1. Foster a center culture that encourages children, families and faculty to develop their full potential.
2. Facilitate an educational program that meets or exceeds guidelines by the National Association for the Education of Young Children (NAEYC).
3. Maintain a minimum of 25 hours of student contact each month.
4. Hire, train, supervise, facilitate professional development and evaluate center staff.
5. Make monthly written reports and presentations at board of directors meetings.
6. Provide support, guidance, and training as needed for the Parent Volunteer Program staff and/or committee chair.
7. Coordinate fiscal operations at the center under supervision and oversight of Board Treasurer and Finance Committee; maintain a budget, coordinate billing and collections, and other financial duties as assigned.
8. Coordinate family and parent enrichment program, ensuring a minimum of three presentations yearly.
9. Team with board members as community liaison for Kachemak Kids Early Learning Center.
10. Direct the student enrollment process.
11. Facilitate good communication by utilizing regular staff meetings and parent teacher conferences.
12. Participate in developing policies, procedures and protocols for a thriving, safe high-quality learning environment.
13. Facilitate the maintenance of a safe, healthy, clean building, contacting the proper people when repairs are required.
14. Assure compliance with all laws, licensing requirements, and codes. These include but are not limited to fire, medical, licensing, and food preparation.
15. Participate in regular supervision with Board Chair and/or other assigned supervisor; set regular professional goals to be monitored with supervisor.
16. Other duties as assigned.