



Subject: Job Announcement

Job Title: Asst. Director located @ Pearl Creek elementary

Program: School Age Program

To: All Employees

From: Human Resource Department

Location: 1949 Gillam way, Fairbanks, Alaska

Open Date: 3/28/18

Start Date:

Hours/Days: Permanent/Fulltime position, 40 hrs per week
38 weeks a year, non-exempt from overtime,
Eligible for all employer sponsored benefits

Salary: DOEE – Range \$18.31- \$21.94 hr.

Overview of Position:

Responsible for assisting the director in daily overall operations of the before and after school age program at Pearl Creek Elementary to provide quality services to children and families, in cooperation with the school, management staff and the Board of Directors

- Advocate for successful child and family development experiences
- Will work directly with children in the classroom daily, ages 5-12
- Provide developmentally and individually appropriate activities
- Monitor services to children to ensure care, curriculum and nutrition are consistently at the highest quality level possible
- Get to know each child and family, develop positive relationships and establish effective communication
- Plan and coordinate family events and encourage active involvement by families in the programs
- Be a resource and support families in all aspects of their child care experiences
- Work split shift as needed to accommodate kindergarten and school age schedules
- Assist with financial oversight of the program, which includes developing and maintaining a balanced budget, monitoring enrollments and promoting the program to ensure enrollments are stable and the program is profitable
- Assist with shopping, procurement, cross training with Director

Skills & Education Required:

EDUCATION & EXPERIENCE

1. AA/BA with minimum 3 credits in ECH Development, CDA or 12 ECH Credits
2. Meet licensing standards of 3 credits every two years
3. 1 year experience working with school age children

SKILLS & ABILITIES

1. Strong written, oral, and interpersonal skills.
2. Possess the following abilities – adaptability, sound judgment, initiative, leadership, teamwork, follow up and information monitoring.

3. Ability to work in an at times loud, busy environment and communicate with parents in a respectful way
4. Computer skills including, Microsoft Office, internet, email

Closing Date:

Open until filled.

Position is being advertised community and corporate wide.

For questions call Lisa McDaniel at 907-452-4267 x222

Submit applications to Lisa McDaniel:

Email: lmcdaniel@thrivalaska.com

FAX: 907-479-9035

Website: www.thrivalaska.com for application & full job description

Mailed or in person at: 1949 Gillam Way, Suite 209 Fairbanks, AK 99701