



## Teacher Job Description

### JOB DESCRIPTION:

- Lead a program focused on assigned age group; some work with mixed age groups may be required
- Implement and facilitate activities
- Support and guide co-workers and assistant teachers
- Coordinate with other staff for space utilization
- Coordinate and implement field trips
- Manage behavior of children using developmentally appropriate practices
- Prepare snacks and lunches
- Encourage healthy habits for children in your care, i.e. handwashing, hydration, safety
- Complete documentation as needed per Child Care Licensing requirements (unusual or concerning behavior, any major conflicts between children, accidents, injuries, medication administration, and any other important comments from children or parents, behaviors, or incidents)
- Perform cleaning duties
- Complete required annual training as required by the State of Alaska
- Occasional off-care hours may be needed for program preparation and planning

### JOB QUALIFICATIONS:

- Energetic and positive attitude
- Physical ability to care for children
- Provide **three** positive references
- CPR/First Aid Certification or willing to obtain the Certification
- Complete 12-24 hours of paid child care training annually
- Clear federal criminal background check
- Preferred but not required qualifications:
  - Two years of prior experience working in or being a leader of a classroom team with young children; college courses in ECE
  - Childhood Developmental Associates, Child Care Associate, Montessori Certificate, 9+ college credit hours in early childhood development, or be willing to work toward one of these degrees

### WORK SCHEDULE

- Be available for monthly training requirements based on availability
- Commitment to part-time or full-time schedule (center hours Monday-Friday 7:30-5:30) with possibility of over time
- Unpaid Holidays off include: New Year Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & the Day after, Christmas Eve, Christmas Day
- Availability for after hours fundraising efforts is appreciated

### COMPENSATION:

- Pay: \$19-23/ hour based on experience and educational background
- Benefits Package
- 2 hours of monthly staff training at regular wage
- Compensation for state required training
- Discount for 1 child if enrolled within Little Dippers Learning Center while you are working