

KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment & Training
DEPARTMENT: Child Care Services/Uiviilat Play & Learn Center
JOB TITLE: Teacher I
POSITION STATUS: Regular Full Time
EXEMPT STATUS: Non-exempt
PAY SCALE GRADE: 5-6-7
REPORTS TO: Teacher II

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Assist Teacher II with implementing the goals, objectives and performance standards of the State of Alaska Child Care Licensing Regulations
- 2) Follow the planned schedule of daily activities, with the assistance of the Teaching Team, which integrates child health and safety, nutrition, early childhood development (including teacher directed and child directed classroom activities and indoor/outdoor activities), child mental health and family and community partnerships into the daily activities to ensure that the developmental needs of individual children are met.
- 3) Maintain ongoing communication with family members regarding their child's daily needs and circumstances.
- 4) Assist with the preparation of the classroom environment including, but not limited to: being culturally sensitive, preparing needed materials and supplies, and performing general housekeeping tasks.
- 5) Ensure the health and safety of all children in care including, but not limited to: procedures on toileting, diaper changing, hand washing, suspected child abuse and neglect, children who are ill, indoor/outdoor environment checks.
- 6) Use appropriate guidance techniques consistent with early childhood education practices that are developmentally appropriate for each child.
- 7) Participate in meetings including, but not limited to: staff meetings, parent meetings, and meeting with professionals that can include speech, physical therapists and social workers as needed.
- 8) Assist in the implementation of the Child and Adult Care Food Program (CACFP) procedures, including but not limited to meal counts, meal preparation and family style dining.
- 9) Must keep client information confidential.
- 10) Support the special needs of each child with positive guidance and attitude.
- 11) Complete and submit all required paperwork/reports according to timelines.
- 12) Perform other duties as assigned by the Teacher II, Associate Director and/or Director.

QUALIFICATIONS:

- 1) High School diploma or G.E.D. One year work experience with infant, toddler or preschool aged children, human services or related work experience.
- 2) Be at least 18 Years of Age.
- 3) No prior convictions of child abuse or violence in any form.
- 4) This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.
- 5) Be responsible and reliable.
- 6) Current CPR and First Aid License. If applicant does not have a CPR License, they must obtain one within 30 days of hire.
- 7) Child Development Associate preferred. If applicant does not have a CDA, they must be willing to work towards and submit for a CDA within the first six months of hire.

Native preference per Public Law 93-638

Approved (4-30-13)