



## Assistant Teacher Job Description

### JOB DESCRIPTION:

- Provide assistance to lead teacher in implementing and facilitating activities with assigned age group
- Follow daily schedule and direction from lead teacher and management team
- Work primarily with assigned ages and occasionally with mixed-age groups
- Manage behavior of children using developmentally appropriate practices
- Encourage healthy habits for children in your care, i.e. handwashing, hydration, safety
- Assist in snack preparation and service
- Assist during the lunch hour with prep and cleanup
- Assist on field trips
- Check & change diapers
- Perform cleaning duties
- Complete duties and other tasks delegated by the Administrator or Director
- Uphold and complete all annual caregiver Alaska State training requirements
- Occasional assistance when completing documentation as needed per State of Alaska Child Care Licensing requirements (unusual or concerning behavior, any major conflicts between children, accidents, injuries, medication administration, and any other notable incidents).

### JOB QUALIFICATIONS:

- Energetic and positive attitude
- Physical ability to care for children
- CPR/First Aid Certification or willing to obtain the Certification
- Complete 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
- Commitment to full-time schedule (Monday-Friday 7:30-5:30) with possibility of over time
- Holidays off include New Years Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving & day after, Christmas Eve & Christmas Day
- Availability for after hours fundraising efforts is appreciated

### COMPENSATION:

- Pay: \$22-25.50 per hour based on experience and qualifications.
- 2 hours of monthly staff training at regular wage
- Compensation for state required training
- 8 paid Holidays throughout the year New Years Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving & day after, Christmas Eve & Christmas Day
- Paid Personal Leave (PSL): Employees accrue 2 hours of personal leave for every 40 hours worked, up to a maximum of 80 hours per year (equal to 10 days)- and additional to that 8 paid holidays