

Tanaina Child Development Center

Position Title: Assistant Teacher

Supervised By: Executive Director with input from Assistant Executive Director and the teaching team (*Assistant Teacher, Co-Lead Teacher, Lead Teacher, etc.*)

Schedule: Full-time or part-time schedule, Monday through Friday- may be scheduled between the hours of 6:30am to 6:00pm based on program and classroom needs

Rate of Pay: \$12.00-\$15.00 per hour depending upon education and experience

Minimum Qualifications:

- 2+ years experience working with young children in a group setting
- Current Pediatric and Adult First Aid & CPR Certification
- Clearance of Background Check in accordance with Anchorage Municipal Licensing Requirements

Preferred Qualifications:

- 2+ years experience working as a floater or aide in a group setting
 - CDA and/or enrolled in a degree program in Early Childhood Education or Related Field
- * Please reference the Pay scale and Category for a detailed description of the categories*

Working Conditions: The position requires the ability to lift 40lbs 10-12 times per hour; frequent kneeling bending and sitting at a young child's level; frequent walking, standing, handling and moving indoor & outdoor play equipment and classroom furniture; exposure to outdoor weather during both summer and winter months; and exposure to a range of common children's illnesses.

Responsibilities:

1. **Assist the teaching team to supervise an assigned group of children**
2. Collaborate with Team (Tanaina staff, COE faculty, Childhood Faculty, etc)
3. Build partnerships with families
4. Assist field placement students, student interns, and/or volunteers
5. Plan and implement curriculum based on children's needs and interests
6. Establish and make ongoing progress in your Professional Development Plan
7. Maintain a safe and nurturing environment throughout Tanaina

Duties:

1. Supervise children
 - a. Adhere to currently established Tanaina guidelines
 - b. Monitor and maintain appropriate group sizes, teacher to child ratios, and child health & safety
2. Build family community partnerships
 - a. Involve the child's family in the total education of the child
 - b. Communicate with parents through daily interactions, regular parent-teacher classroom meetings, and individual parent conferences
 - c. Work cooperatively with parents to establish a relationship that encourages open communication that enables parents to easily communicate to teachers their child's strengths and interests
3. Assist field placement students and/or interns
 - a. Assist field placements established by the COE faculty guidelines
4. Implement curriculum as an Exploration Area Facilitator
 - a. Support Tanaina's mission, philosophy on ECE and guiding principles
 - b. Implement a developmentally appropriate classroom curriculum based on knowledge of children's development and assessment of the children's individual needs and interests
 - c. Incorporate the Alaska Early Learning Guidelines into curriculum
 - d. Post weekly lesson and project plans

- e. Display skill in planning, presenting, and maintaining the classroom environment appropriate to the needs and interests of the children in the classroom
 - f. Provide and maintain a safe, nurturing, and clean environment within assigned Exploration Area and elsewhere as needed
 - g. Involve the child’s family in the total education of the child
 - h. Share curriculum with Team
5. Collaborate with Team (Tanaina staff, COE faculty, Childhood Faculty, etc)
- a. Actively participate in staff meetings to share ideas, experiences, concerns, and problems
 - b. Collaborate with COE faculty
6. Professional Development Plan
- a. Complete a PDP
 - b. Yearly review of PDP
 - c. Complete yearly self-evaluation
 - d. Display an active desire for learning, self-evaluation, and improvement
 - e. Maintain all CPR and first aid certifications
 - f. Maintain high levels of professionalism at all times
7. Other
- a. Submit all paperwork in a timely manner
 - b. Respect the confidentiality of child and their families
 - c. Maintain clean and organized “assigned” shelving in Storage Room
 - d. Other duties as assigned

Evaluation:

The Executive Director evaluates the teaching staff annually. Evaluations are based on classroom observations, parent feedback, and a professional development plan completed annually by the staff member and Executive Director. These evaluations are written by the Executive director and discussed with the staff member.

This job description has been adopted into Policies and Procedures for Tanaina Child Development Center

Executive Director

Date

I have had an opportunity to review this job description and ask questions concerning the content. I understand that my job performance will be evaluated against the duties detailed above.

Assistant Teacher

Date