



Denali Preschool and Learning Center (DPLC)

Child Care Provider Job Description

Denali Preschool and Learning Center (DPLC) is a 1,900 square foot non-profit childcare and preschool located in Alaska's interior near Denali National Park and Preserve in the town of Healy. We have many families enrolled in the center and provide community activities that benefit over 250 families of the greater Denali Borough.

Job Summary: Provides high quality early care and learning experiences for young children, ages birth to 12 years. Helps to plan a developmentally appropriate curriculum for children which follows early learning standards, such as set by the National Association for the Education of Young Children (NAEYC).

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Helps to plan, teach, and implement early learning programming.
- Develops and posts weekly lesson plans in a timely manner.
- When needed, helps administer an Individual Learning Plan to meet the needs of individual children.
- Ensures a classroom environment is interactive and supports socio-emotional and intellectual development.
- Ensures a safe and healthy classroom environment which includes an orderly room arrangement, a variety of age appropriate materials supporting all domains of development, and is free of hazardous conditions.
- Helps to promote positive social emotional interaction among children.
- Develops, promotes and maintains positive relationships with enrolled families which include the sharing of classroom activities, developmental progress for children, and Parent/Teacher Conferences.
- Encourages parental involvement in setting individual goals for children and volunteering in the classroom.
- Effectively communicates and listens to the needs of both the students and parents/guardians and provides clear instruction and reports on children's performance.
- Focuses on the holistic needs of our children's growth, education, and social emotional skills.

OTHER RESPONSIBILITIES:

- Routine attendance at staff meetings.



- Supporting DPLC at community events, when available.
- Performs other duties as assigned.

WORK ACTIVITIES:

- Develops and maintains constructive and cooperative working relationships with children, families, staff, and others.
- Provides support to team members to ensure adherence to quality standards, deadlines, and proper procedures.
- Maintains classroom in accordance with all applicable health and safety regulations and standards.
- Identifies the educational needs of children through observation.

POSITION TYPE/EXPECTED HOURS OF WORK:

This can be either a full-time or part-time position. Days and hours of childcare operations are Monday through Friday, 7:45 a.m. to 5:15 p.m. Work schedules require opening or closing the center 15-30 minutes before or after these times.

TRAVEL:

Travel is primarily local during the business day. Potential to attend conferences, training, or workshops, upon request.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

- Must be at least 18 years of age.
- Able to pass state and federal background checks, including fingerprints.
- Must have a high school diploma or equivalent
- Able to maintain confidentiality as required by HIPAA privacy and the 42 CFR, Part II confidentiality
- Able to Inspire confidence and cooperation of staff, parents, students, administrators, and the public.
- Must complete and maintain Pediatric CPR and First Aid Training certification at employer's expense.
- Must complete 24 hours of professional development training annually.
- Must complete mandated reporter training within 30 days from date of hire.
- Must complete the State of Alaska Health and Safety requirements within three months from the date of hire.
- Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.



- Responsible work ethic with reliable attendance.
- Must be able to provide own transportation to meet work schedule requirements.
- Three (3) positive references and completed employment application