



Ventures Childcare Program

*Sitka School District
305 Baranof Street
Sitka, AK 99835
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Ventures Employment

Position: Child Care Associate (CCA)

Schedule: PT or FT

Wage: \$19.00/hour, DOE (see pay scale)

Qualifications:

- 21 years of Age or older
- 12 semester hours of college credit related to Early Childhood Education/Development OR hold a Montessori Certification.
- Ability to care for children, work with parents and co-teachers, and team leadership when necessary.
- CPR/FA certified
- Must be able to pass Background check.

Job Description:

- Reports to Ventures Coordinator.
- Fill in as Designated Administrator in the absence of Ventures Coordinator.
- Responsible for accounting for student arrivals and departures.
- Responsible for supervision of children indoors and outdoors, and on occasional field trips.
- Directing co-teachers when appropriate regarding classroom and playground supervision duties.
- Planning age-appropriate activities for students including academic support, theme projects, and play.
- Present educational and theme lessons to small group, large group, and one-on-one lessons.
- Coordinating with co-teachers on lesson/activity planning and daily schedule between classrooms.
- Positive communication with parents at pick-up; communicate any student behavior issues from that day with parents in the absence of Ventures Coordinator.
- Log Incidents
- Snack Preparation
- Direct co-teachers if necessary to ensure student and daily needs are met.
- Responsible for locking doors at the end of the workday.