



Lead Teacher Job Description

JOB DESCRIPTION:

- Lead a program focused on assigned age group; some work with mixed age groups may be required
- Create, implement and facilitate lesson plan activities based off of curriculum map
- Utilize Pro-care to record daily activities and lesson plans
- Support and guide co-workers and assistant teachers
- Coordinate with other staff for space utilization
- Coordinate and implement field trips
- Manage behavior of children using developmentally-appropriate practices
- Assist in preparation of snacks and lunches
- Encourage healthy habits for children in your care, i.e. handwashing, hydration, safety
- Complete documentation as needed per Child Care Licensing requirements (unusual or concerning behavior, any major conflicts between children, accidents, injuries, medication administration, and any other important comments from children or parents, behaviors, or incidents)
- Perform cleaning duties
- Complete required annual training as required by the State of Alaska
- Occasional off-care hours may be needed for staff and/or board meetings

JOB QUALIFICATIONS:

- Energetic and positive attitude
- Physical ability to care for children
- Provide ***three*** positive references
- CPR/First Aid Certification or willing to obtain the Certification
- Complete 12-24 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 part-time or full-time schedule (Monday-Friday 7:30-5:30) with possibility of over time
- Holidays off include Labor Day, Fourth of July, Memorial Day
- Availability for after hours fundraising efforts is appreciated

COMPENSATION:

- Pay Grade 2: \$23-27/ hour based on experience and educational background
- Potential for step increase upon annual review or increased duties
- 2 hours of monthly staff training at regular wage
- Compensation for State-required training
- 8 paid holidays (New Years Day, Memorial Day, Labor Day, Fourth of July, Thanksgiving & day after, Christmas Eve & Christmas Day)
- 10 days paid leave, accrue 3 hours of leave every pay period*
- 3% employer 401(K) match*
- \$300 monthly HRA Reimbursement*

*eligible after 90 day probationary period with satisfactory review

**Full-time employees that have entered a year-round contract with Little Dippers Learning Center *and* live in SCCC/LDLC housing may alternatively choose to decline the above benefits of 401(K) match & HRA and instead receive a mutually agreed upon monthly housing stipend.