



Classroom Teacher III

Job Description

Position Summary:

The Classroom Teacher III manages the classroom and implements curriculum in accordance with licensing and NAEYC standards and evaluates the effectiveness of the program. Supervises and mentors Classroom Teachers, Substitutes, and Volunteers.

Reporting Relationship:

Reports to the Child Development Center Administrator.

Minimum Requirements:

- Must be an adult 21 years of age or older with sufficient experience, training, or education to fulfill required duties;
- Bachelor's Degree or higher in an Early Childhood related field with three years' experience with childcare, preschool, or related field is preferred; or
- Must hold at least 12 credits in an Early Childhood related field from an accredited university;
- Supervisory experience is preferred.

Major Job Duties:

Implements an emergent curriculum founded on developmentally appropriate practice and NAEYC standards. Communicates appropriately with children, parents/families and supervisor. Plans and facilitates developmentally appropriate learning experiences, activities and interactions. Completes forms and records related to children's development and learning experiences. Documents child's progression including children's original art work, photographs, and other appropriate recording and assessment tools. Creates and maintains a safe, organized, well supplied and varied learning environment. Maintains a safe and healthy environment through adequate supervision of children and implementation of infection control procedures.

Essential Duties and Responsibilities:

- Ensure compliance with State of Alaska Childcare Licensing Regulations program wide;
- Train staff and monitor record keeping and service delivery;
- Host Parent/Teacher Conferences bi-annually;
- Work with families and health providers to ensure delivery of needed health services and screenings as required by the State of Alaska Childcare Licensing;
- Maintain confidentiality of all records;
- Participate in staff meetings and training;
- Perform as a leader and team member;
- Monitor staffing ratios, coordinate substitute teachers when necessary;
- May, in the absence of the Administrator, serve as the designated adult caregiver who meets the State of Alaska age and qualification requirements; and
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Must have an understanding of the development of children, the ability to care for children, and the skills to work with children, family members, department staff, and the staff of the child care facility;
- Ability to respect the family as the child's first teacher;
- Ability to work independently and as a team member;
- Ability to maintain accountability for work performance;
- Ability to maintain an organized office filing system ensuring efficient document retrieval and maintenance;
- Computer literate with ability to use standard laptop and desktop personal computers and standard software such as Word and Excel;
- Ability to complete tasks with a high level of accuracy;
- Ability to express ideas clearly and concisely in writing and orally;
- Ability to understand and execute complex oral or written instructions and to apply extensive or obscure guidelines to a wide variety of work situations;
- Ability to meet all Early Childhood continuing education requirements determined by the State of Alaska; and
- First Aid and CPR training required within six months of hire, if there is not one in possession or has expired.

Working Conditions:

Big Bay Beginnings Child Development Center employees strive both for excellence in the services they provide and to serve with integrity. Effective communication is essential in the workplace and employees must learn how to share problems with fellow employees with a purpose of solving them.

All employees must be willing and able to be a mandatory reporter in cases of known and suspected child abuse and neglect. Additionally, employees may not have a physical, behavioral, or domestic violence problem that may pose a significant risk to the children in care.

This is a full-time, 40 hours per week position based in Seward, Alaska. Days and hours of operation are Monday to Friday, 7:30 a.m. – 5:30 p.m. Big Bay Beginnings Child Development Center maintains a drug free and non-smoking environment. Finger printing and background checks are required.

To Apply:

Please email cover letter and resume to admin.cdc@qntak.org with "Classroom Teacher III" in the subject line or in person at 520 4th Ave, Seward, AK. If you have any questions, please call Christiana Smith at 907-224-2677.

Position is open until filled.