



Substitute Classroom Teacher Job Description

Position Summary:

Assists the lead Classroom Teacher with daily routine, program implementation, supervision and safety of children.

Reporting Relationship:

Reports to the Child Development Center Administrator.

Minimum Requirements:

- Must be an adult 18 years of age or over with sufficient experience, training, or education to fulfill required duties;
- High School Diploma/GED;
- One year experience with childcare, preschool, or related field is preferred.

Major Job Duties:

Under the direction of the lead Classroom Teacher, implements an emergent curriculum founded on developmentally appropriate practice and NAEYC standards. Communicates appropriately with children, parents/families and supervisor. Facilitates developmentally appropriate learning experiences, activities and interactions. Completes forms and records related to children's development and learning experiences. 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;
- Maintain confidentiality of all records;
- Participate in staff meetings and training;
- Perform as a leader and team member;
- 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 responsibilities as required.

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; and
- Ability to meet all Early Childhood continuing education requirements determined by the State of Alaska.

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 an on-call 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 “Substitute Classroom Teacher” 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.