

The Children's Place (TCP)  
Assistant Teacher  
Job Description



**Agency Overview:**

**thread** is a non-profit agency and the statewide Child Care Resource and Referral (CCR&R) Network whose mission is to advance the quality of early education and child development by empowering parents, educating child care professionals and collaborating with our communities. Since 1986 **thread** has been supporting families with child care referral services and parent education about child development, and also supporting early educators through training and consultation.

**Specific Responsibilities:**

The Assistant Teacher provides assistance and support to the Lead Teacher to ensure quality services are provided to children and families. The position encourages the development of the "whole child" and family partnership in a creative environment. This position must adhere to the program's policies, procedures, and regulations.

1. Assists Lead Teacher with direct supervision of children, development of curriculum plans, provides developmentally and culturally appropriate activities for children, and prepares materials for classroom.
2. Maintains area in a safe and attractive manner by displaying child's art work, resource information, and community activities.
3. Assists Lead Teacher in setting up new materials in the room, rotates materials on a regular basis, and maintains interest areas.
4. Maintain cleanliness of TCP by following the Health and Safety Checklist and Weekly Deep Cleaning plan.
5. Refers to clients by their preferred name; ensures the safe arrival and departure of children with their guardian only.
6. Monitor areas to prevent injuries; handles emergencies, accidents, and illnesses appropriately when they occur.
7. Maintains personal hygiene routines for self and children; ensures a safe and healthy environment, and maintains first aid kit.
8. Notifies Lead Teacher of possible abuse and neglect.
9. Informs parents in educational activities, community resource information, and information about their child's development.
10. Reaches out to families utilizing Public Assistance services even if they are not eligible/do not want to utilize TCP.
11. Maintains confidentiality of child and family information.
12. Makes decisions based on knowledge of early childhood theories and practices, and promotes quality in child care services.
13. Completes at least 24 hours of early care and education training per year.
14. Other duties as assigned.

**Qualifications:**

1. Applicant must be at least 18 years of age at the time of hire.
2. High School Diploma or GED required.
3. Have a child development associate (CDA) credential; or be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.
4. Must obtain First Aid/CPR certified within first 6 months of employment; certification must be maintained throughout employment.
5. Prior experience in a multicultural and multi-age group (0-5 years) environment preferred.
6. References and valid identification required.
7. Must pass background check and pass health screening.
8. Ability to lift 40 pounds required; ability to bend, kneel, or stoop to assist a child required.

**Key Competencies:**

1. Ability to work independently without supervision for long periods of time.
2. Ability to communicate effectively with a diverse group of providers, parents, staff and members of the community.
3. Willingness and ability to acquire additional skills and training.

**Schedule and Compensation:**

**Position Hours:** Monday-Friday, 8:30am-5:00pm

**Location:** 400 Gambell Street, Anchorage, AK 99501

**Position Type:** Full Time, 40 hours/week

**Classification:** Non-Exempt, Three-Year Tenure

**Supervisor:** Professional Development Specialist

**Supervises:** None

**Hiring Range:** \$13/hr.-\$15/hr. DOE

**Benefits:** 20 days of PTO (starting), 13 paid holidays, 403b match, Medical, Dental, Vision, Life, and EAP. All premiums covered 100% for employee's health, dental, vision, life, and EAP. Free **thread** services.

**To Apply:**

Please email a cover letter and resume to [hr@threadalaska.org](mailto:hr@threadalaska.org) with "TCP- Assistant Teacher" in the subject line. Open until filled.

Updated 02.2018