

The Children's Place (TCP)
Lead 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 Lead Teacher ensures 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. Develops weekly and/or monthly curriculum plans, provides developmentally and culturally appropriate activities for children, and prepares materials for classroom. Invites and encourages family participation in curriculum planning.
2. Purchase and maintain inventory of center supplies, including food for snacks, materials for projects and office supplies.
3. Models respectful behavior towards Assistant Teacher, all children, parents/guardians, and Public Assistance Staff.
4. Validates emotions of children and their families. Helps children express emotions in a positive, age-appropriate manner.
5. Maintains area in a safe and attractive manner by displaying child’s art work, resource information, and community activities.
6. Takes initiative in setting up new materials in the room, rotate materials on a regular basis, and maintain interest areas.
7. Maintains area in a safe and attractive manner by displaying child’s art work, resource information, and community activities.
8. Refers to clients by their preferred name; ensures the safe arrival and departure of children with their guardian only.
9. Monitor areas to prevent injuries; handles emergencies, accidents, and illnesses appropriately when they occur.
10. Establishes personal hygiene routines for children and staff; ensures a safe and healthy environment, and maintains first aid kit.
11. Recognizes symptoms of possible abuse and neglect and is alert to play or behavior that indicates physical or sexual abuse. Seeks out resources for information and support, follows state law in response.
12. Informs parents in educational activities, community resource information, and information about their child’s development.
13. Reaches out to families utilizing Public Assistance services even if they are not eligible/do not want to utilize TCP.
14. Serves as mentor for Assistant Teacher, families, students, and community volunteers.
15. Maintains confidentiality of child and family information at all times.
16. Makes decisions based on knowledge of early childhood theories and practices, and promotes quality in child care services.
17. Completes at least 24 hours of early care and education training per year.
18. Compiles documentation and submits monthly reports in a timely manner to program coordinator.
19. Other duties as assigned.

Qualifications:

1. Applicant must be 21 years of age at the time of hire.
2. High School Diploma or GED is required. A CDA credential, AA/BS/BA in early education or related field, or enrollment to meet these requirements is preferred.
3. Must obtain First Aid/CPR certified within first 6 months of employment; certification must be maintained throughout employment.
4. Prior experience as an assistant or lead teacher in a multicultural and multi-age group (0-5 years) environment required.
5. Driver’s License required, Alaska Driver’s License 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: \$15- \$17/ hour DOE

To Apply:

Please email a cover letter and resume to hr@threadalaska.org with “Lead Teacher” in the subject line. Open until filled.

Benefits: 20 days of PTO (starting), 13 paid holidays, 403b match, High-Deductible Health Plan with HSA option (employer contributes may \$750/year to HSA), Dental, Vision, Life, and EAP. All premiums covered 100% for employee’s health, dental, vision life and FAP. Free **thread** services

Updated 03.2018