

Childcare Assistant Teacher

Support education opportunities for children and families by assisting the childcare teacher in providing and implementing a high-quality, developmentally appropriate experience for children ages three to five.

ESSENTIAL FUNCTIONS***Key Performance Area – Classroom Services*****Health and Safety:**

- Demonstrate appropriate child supervision by maintaining awareness of ratios, problem areas in need of more attention, placement in classroom and on playground.
- Assist in implementing activities that promote good health habits and integrate health, nutrition, and dental components into the regular daily routine by role modeling and assisting with the activities
- Perform health and safety check of children daily and greet each child by his or her name
- Perform health and safety check of facility/classroom and playground daily and complete checklists
- Clean facility as needed, assigned and directed
- Assist with fire/earthquake drills monthly
- If working with preschoolers in need of diapering, follows all standard operating procedures in health and sanitation and assists children with washing hands after changing
- Assist, when needed, with prepping AM and PM snack

Social Emotional Support:

- Provide positive, supportive and appropriate responses to children following KCI's Guidance policy
- Assist in incorporating Conscious Discipline activities and language in the classroom
- Encourage children to develop positive attitudes towards a variety of backgrounds and differences
- Encourage children to develop regulation and resiliency skills by providing positive guidance and teaching appropriate behaviors
- Engage children in the classroom to promote and stimulate learning
- Role model appropriate behaviors and interactions at all times
- If needed, follow steps on behavior action plan created by teaching team and family

Curriculum Implementation:

- Demonstrate familiarity with accepted principles of early childhood education/development
- Participate in activities and projects that are reflected in the lesson plan
- Assist children during "teachable moments"
- Encourage children to develop self help skills (i.e. zipping coat, tying shoes, etc.)
- Assist in developing and implementing activities that extend children's learning into outdoor play, including both small and large group experiences
- Facilitate and encourage discussion and language opportunities about nutrition during mealtimes
- Encourage children to problem solve

Transitions:

- Assist children in following classroom schedules and routines
- Assist children in understanding their role during transitions

Classroom Volunteers:

- Assist in directing volunteers in the classroom by helping them understand the routines, transitions, and planned activities for the day

Key Performance Area – Family Partnership Building

- Develop positive relationships with families in the program
- Maintain positive contact with families by sharing daily activities their children participate in
- Support families to understand the importance of regular attendance
- Maintain appropriate professional boundaries and relationships with families

Key Performance Area – Work Habits and Practices

- Report to work on a regular basis, as scheduled
- Function as an effective team member in the classroom
- Incorporate constructive direction from supervisor to improve job performance
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Attend and participate in staff meetings and training sessions
- Accept responsibility for seeking assistance and guidance when needed to effectively perform duties
- Maintain confidentiality of program information, staff information, and participant information
- Demonstrate professional conduct and behavior
- Manage time wisely

Key Performance Area – Recordkeeping and Reporting

- Inputs data into Kids' Corps database as requested
- Assists in observing and recording children's behavior, progress, and growth and documenting into *SmartTeach*
- Assist with child file documentation by logging communications with families in *ChildPlus*
- In absence of teacher, ensures child attendance is documented
- Provides accurate and timely timesheets to account for work hours
- Follow all local and federal mandated reporting requirements

Key Performance Area – Communication

- Conduct communication in an effective, respectful, timely, and supportive manner
- Follow calendar and memorandums to assure current knowledge of agency happenings
- Promote a collaborative, productive work environment by sharing planning, decision making, and problem-solving responsibilities with other staff
- Actively respond to emails and *Teams* messages
- Keep outlook calendar current and share with supervisor

MARGINAL FUNCTIONS

- Perform other assignments as requested by supervisory staff
- Daily adjustments to schedule may be necessary to meet the needs of KCI
- Participate in planning or self-assessment process as directed

Position Information

Reports to: Childcare Coordinator

Supervises: None

Requirements: High School Diploma/GED

Prefer: Bi-lingual (fluent written and verbal), previous preschool experience

Starting Salary:

HS/GED	CDA	Associate’s Degree or higher
\$19.53	\$20.89	\$22.35

There is a 10-step wage scale built into this position that occurs annually.

Degree/certificate must be related to position

Introductory Period: 90 Days

Working towards a Child Development Associate (CDA) credential is encouraged within the first two years of employment.

Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person’s Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Abilities:

Must be able to evacuate self, children, and parents from building safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities: To see the list of physical abilities per position, email the Human Resources Manager.

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Fridays from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____