

Childcare Teacher

Support education opportunities for children and families by assisting, providing and implementing a 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
- Develop and implement 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
- Assist with fire/earthquake drills monthly
- Maintain current and accurate information on medical condition and follow Classroom Health Plan
- 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
- Incorporate Conscious Discipline structures and language in the classroom
- Encourage children to develop positive attitudes towards a variety of 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, work with Childcare Coordinator and families to create a behavior action plan and ensure all steps are being followed

Curriculum Implementation:

- Develop and implement weekly lesson plans that support children's learning while allowing for exploration and play
- Serve as a role model and clearly communicate expectations to assistant teachers
- Plan and lead activities that extend children's learning into outdoor play, including both small and large group experiences
- Encourage conversations and language development during mealtimes, including discussions about healthy eating
- Apply best practices in early childhood education and child development
- Support children who are learning more than one language by using strategies such as key words in the child's home language, visual supports, and peer interactions
- Promote language and literacy development by reading regularly, planning follow-up activities, engaging children in meaningful conversations, and introducing new vocabulary

- Use everyday opportunities to guide children in developing skills that support future learning and independence
- Foster curiosity, engagement, reasoning, and problem-solving through a balance of open-ended play, guided activities, and structured learning experiences
- Integrate early math and science concepts into daily routines and activities to support children's understanding of the world

Transitions:

- Assist children in following classroom schedules, rules and routines
- Implement transition strategies to ensure children transition successfully throughout the day

Classroom Volunteers:

- Direct volunteers in the classroom by helping them understand the routines, transitions, and planned activities for the day
- Help volunteers identify areas where they are more comfortable assisting
- Ensure all volunteer hours are properly documented

Key Performance Area – Family Partnerships & Parent Engagement

Family Partnerships:

- Develop positive relationships with families in the program
- Maintain positive contact with families by sharing daily activities their children participate in
- Promote family literacy through the Imagination Library
- Offers families opportunities to participate in classroom and family activities
- Support families to understand the importance of regular attendance
- Works with families to address attendance concerns
- Maintain appropriate professional boundaries and relationships with families
- Communicate developmental concerns with parents and provide information on next steps as needed

Key Performance Area – Meet and Greet/Parent Conferences

Meet and Greet:

- Families are provided the opportunity to meet the teacher prior to their child's first day in accordance with KCI's "Meet and Greet" Standard Operating Procedure

Parent Conferences:

- Parent conferences are scheduled and completed
- Parent conferences include updates on the child's progress throughout the school year
- Parent conferences include information about identifying developmental levels of children and helps parents support their child's educational experience

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

- Observe and records children's behavior, progress, and growth into *SmartTeach*
- Assist with child file documentation by logging communications with families in *ChildPlus*
- Record child attendance daily per Childcare Attendance SOP
- Complete and record child incident reports and behavior action plans
- Completes Teaching Strategies *Coaching to Fidelity* checklists twice a year
- Follow KCI guidance for required recordkeeping
- Follow all local and federally mandated reporting requirements
- Abide by KCI's workplace injury reporting process
- Provides accurate and timely timesheets to account for work hours

Key Performance Area – Communication

- Conduct communication in an effective, respectful, timely, and supportive manner
- Follow agency calendar and memorandums to ensure 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: Gives input to Childcare Coordinator on Assistant Teacher performance

Requirements:

- Minimum of High School Diploma or equivalent with at least one year of experience working in Early Childhood.
- Preference CDA or higher in Early Childhood
- If hired with High School Diploma, must obtain a CDA within two years of start

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

HSD/GED	CDA	Associate’s Degree	Bachelor’s Degree	Master’s Degree
\$21.94	\$24.13	\$26.54	\$29.20	\$32.12

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

Introductory Period: 90 Days

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: _____