

**Bristol Bay Native Association  
Position Description**

**JOB TITLE: Teacher: Child Care Center**

**OBJECTIVE:** To plan, coordinate and implement a full day child development program that will provide children and families with comprehensive quality services that meet the needs of working families of infants and toddlers in compliance with Alaska Child Care Licensing.

**QUALIFICATIONS:**

Candidates must demonstrate their ability to accomplish the *Essential Job Results* stated below.

**Job knowledge / documentation required:** 12 semester hours of college credit in early childhood development, child development or child psychology or the equivalent or current CDA credential or Montessori Certificate or ability to obtain one within six months of hire. Must be at least 21 years old. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring; background clearance check including fingerprints. State required health documentation, CPR/First Aide. Supervisory experience preferred. Previous experience in an early childhood learning center. Ability to communicate effectively, both orally and in writing. Ability to provide positive role model and necessary support to students and parents/guardians. Familiarity with Bristol Bay area, people and culture. Requires physical ability to walk or run quickly, kneel or sit on the floor, bend, lift and walk over rough or uneven ground, sitting in child sized chairs, exposure to weather, lifting/moving heavy and/or bulky objects or children weighing up to 50 lbs.

**Essential Job Results:**

**Achieve Program Goals**

*by*

- Understanding the State of Alaska Child Care Program, and becoming proficient with Alaska State Child Care licensing regulations, and BBNA's organizational policies & procedures.
- Understanding and consistently following ITLC policies.
- Meeting obligations as a Mandatory Reporter; promptly reporting suspected cases of child abuse or neglect to the proper authorities
- Creating and updating Parent Handbooks, Policies and Procedures and forms as needed.
- Being prompt and dependable to provide consistency of services

**Provide Classroom Management**

*by*

- Providing direct child care, and daily activity schedule.
- Making sure children are in the presence of the required authorized staff/child ratio at all times.
- Maintaining a fun, safe environment which stimulates a desire for learning, independence and good self-esteem, respectful of gender, culture, language, ethnicity and family composition.
- Implementing all classroom and outdoor emergency, health and sanitation procedures.
- Following daily schedule of planned classroom activities.
- Daily cleaning of classroom, which may require the use of broom, mop, and carpet sweeper, cleaning fluids and sanitizing agents.
- Ensuring classroom activities are developmentally appropriate and carried out according to Child Care Program philosophy, curriculum, and policies and procedures

- Assessing individual and group needs, attending to special needs, specific interests, strengths and concerns.
- Developing individualized plans for each child.
- Developing relationships with children which are consistent and supportive
- Coordinating meal and snack times.
- Understanding / implementing all attendance, health check and family contact procedures.
- Encouraging each child and family to participate regularly, and to notify the teacher promptly when the child has a change in health, will be absent, or arrive late.

### **Ensures the presence of a well trained, qualified staff**

*by*

- Understanding staff plan, job descriptions, and delegating accordingly.
- Achieving educational goals within required timeframes.
- Participate in required training.
- Helping new staff understand the *reason* behind their job duties, how licensing regulations apply, and how to ensure accountability for their efforts.
- Understanding the background clearance process and ensuring that children are not left alone with individuals who have not been issued clearance.
- Coordinating with center staff to ensure appropriate staff / volunteer scheduling to maintain required ratios: Infants 5:1, Toddlers 6:1, Preschool 10:1.
- Recruit and encourage volunteers and qualified classroom substitutes.
- Using positive behavior support strategies appropriate for early childhood settings.
- Monitor center staff and prepare annual evaluations
- Provide a positive role model and necessary support to staff and parents
- Assist staff in implementing curriculums at the center

### **Maintains safe and operational facilities, equipment, and adequate supplies**

*by*

- Working with Child Care Program Manager to ensure monthly evacuation drills are scheduled and documented
- Assuring that site is safe, accessible, free of fire hazards, and that play structures are sound.
- Acting as first point of contact for site staff for service needs.
- Maintaining center in compliance with state and federal regulations and local fire department standards.

### **Monitors and improves program and service quality**

*by*

- Observing, documenting, and assessing the level of effectiveness of the classroom environment.
- Identifying strengths and areas that need improvement.
- Communicating concerns, and suggestions expressed by parents and staff to Child Care Program Manager.

### **Keeps Management Informed**

*by*

- Keeping accurate child files in accordance with Child Care Program regulations
- Participate in team meetings and communicating regularly with Child Care Program Manager.

**Establishes effective relationships with children, parents, members of the community, and staff**

*by*

- Communicating effectively with staff, families, children, and the public
- Ensuring that information regarding the Center is effectively distributed to staff, parents, and the community on a regular and as needed basis.
- Having a familiarity with the Bristol Bay area, people, and cultures.
- Making parents feel welcome and part of the overall program.

**Protect program integrity and client privacy**

*by*

- Agreeing to BBNA’s policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

**Travel in and out of region**

*by*

- Scheduling well planned trips to provide services, participate in training , workshops and to exchange information. Travel will be minimal for this position.

**Contribute to the overall team effort**

*by*

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**WAGE:** \$18.26-\$23.62/hr

**REPORTS TO:** Child Care Program Manager

**DUTY STATION:** Dillingham, VAL Family Resource Center

---

Employee Acknowledgment Date

---

Supervisor's Signature Date

---

Personnel/Training Officer Date

---

Chief Executive Officer Date