



Skagway Child Care Council
DBA Little Dippers Learning Center
PO Box 419, Skagway, Alaska 99840
SkagwayChildCareCouncil@gmail.com
www.skagwaylittledippers.com

Moon Teacher Job Description

JOB DESCRIPTION:

- o Assist in development of Toddler Program (1-3 year olds) and individualize daily routines of Toddlers;
- o Assist in start of year facility set-up as well as end of year take-down;
- o Open or Close Center Daily including Meet and Greet parents;
- o Must be able to be at the Center within ten minutes when On Call (mornings 6:30 - 8am);
- o Work primarily with Toddlers (1-3 yrs old) and occasionally mixed age groups of children;
- o Assist Administrator in being Parent Point of Contact when Administrator is not onsite;
- o Coordinate and implement Field Trips for Toddlers;
- o Manage behavior of children;
- o Prepare snacks and lunches;
- o Check & change diapers and record each event;
- o Complete documentation as needed per State of Alaska Child Care Licensing requirements (unusual or concerning behavior, any major conflicts between children, accidents, injuries, medication administration, and any other notable incidents);
- o Communicate professionally with parents and staff;
- o Perform cleaning and basic maintenance;
- o Assist in annual wine-tasting fundraising effort;
- o Completion of 24 hours of required annual training (See Compensation/Training below); and
- o HAVE FUN!

JOB QUALIFICATIONS:

- o Energetic and positive attitude;
- o Physical ability to care for small children;
- o Must be at least 21 years of age;
- o Provide **three** positive references;
- o CPR/First Aid Certification;
- o Clear federal criminal background check;
- o 24hrs of State Approved training;
- o Strongly preferred:
 - At least 12 semester hours of college credit in early childhood development, child development, child psychology, or the equivalent, OR must hold either a current child development associate (CDA) credential from the Council for Early Childhood Professional Recognition or a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education; and
 - At least two years of prior experience working as a member or being a leader of a classroom team with ECE age groups

WORK SCHEDULE

- o Start Date: May
- o End Date: September
- o Monday - Friday; possible full-time or part-time
- o Lunch 1 hour for full time, 30 minute for part-time
- o Plus 1 Saturday a month for up to 2 hours for staff training and check-in
- o Unpaid Holidays Off: Labor Day, Fourth of July & Memorial Day

COMPENSATION:

- o Pay: \$16- \$18/ hour (based on experience and education background);
- o Morning Opener On call: \$15/ day (if no kids are scheduled to attend between 6:30am and 8:30am)
- o Training:
 - 2 hours of monthly staff training at regular wage;
 - For first year employees: Orientation & health and safety course cost; or
 - \$240 training completion pay for State Required Annual 24hr training (\$120 for part-time 12hr training)

**To apply, please submit an application, resume and 3 references to: littledippersak@gmail.com
Applications can be found on our website: www.skagwaylittledippers.com**