



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

Star Teacher Job Description

JOB DESCRIPTION:

- o Develop Star Room activities based on focus areas with Administrative Director
- o Implement and facilitate lesson plans and children's activities for 6+ year-olds
- o Coordinate with Sun teacher for space utilization;
- o Work primarily with school age (6+) children and occasionally with mixed age groups children;
- o Coordinate and implement field trips;
- o Manage behavior of children;
- o Plan monthly snack schedule;
- o Prepare snacks and lunches;
- o Check & change diapers (when working with infants & toddlers);
- 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 important comments from children or parents, behaviors, or 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 by end of September. (See note under Compensation/Training); 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 Preferred but not required qualifications:
 - Two years of prior experience working in or being a leader of a classroom team with Early Childhood Education (ECE) age groups; college courses in ECE;

WORK SCHEDULE

- o Start Date: Mid- May.
- o End Date: Mid- August
- 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: \$15- \$17/ hour (based on experience and education background);
- 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**