



## Teacher Assistant Job Description

### JOB DESCRIPTION:

- o Provide assistance to Moon, Sun or Star Teacher where needed
- o Help assist and watch the different age groups (moon, sun & star) when teachers are on lunch
- o Work with children of all ages
- o Assist on field trips
- o Manage behavior of children
- o Prepare snacks and lunches
- o Check & change diapers (when working with infants & toddlers)
- o Perform cleaning and basic maintenance
- o Completion of 24 hours if full-time or 12 hours if part-time of required annual training by end of September (See note under job qualifications)
- o HAVE FUN!

### JOB QUALIFICATIONS:

- o Energetic and positive attitude
- o Physical ability to care for small children
- o Must be at least 14 years of age
- o Provide **three** positive references
- o CPR/First Aid Certification (see Compensation / Training below)
- o Clear federal criminal background check
- o 24hrs of State Approved training (see Compensation / Training below)

### WORK SCHEDULE

- o Part-time, Approximately 30 hrs/ week
- o Start Date: Determined at time of employment
- o End Date: Determined at time of employment
- o Monday - Friday
- o Daily hours vary depending on enrollment schedules
  - Could start as early as 6:30am or work as late at 6:00pm depending on enrollment levels and needs
- o 30 minute lunch
- 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 Starting Pay: \$11/ hour (increases 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 at regular wage; or
  - Returning employees: \$240 training completion pay for State Required Annual 24hr training (part-time \$120 for 12 hr training);

**To apply, please submit an application, resume and 3 references to:**

[littledippersak@gmail.com](mailto:littledippersak@gmail.com)

**Applications can be found on our website: [www.skagwaylittledippers.com](http://www.skagwaylittledippers.com)**