Skagway Child Care Council

DBA Little Dippers Learning Center

PO Box 419, Skagway, Alaska 99840

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

**Director Job Description**

**JOB DESCRIPTION:**

* Report to Administrator and/or Skagway Child Care Council board
* Lead a program focused on assigned age group
* Coordinate and implement field trips
* Manage behavior of children using developmentally appropriate practices
* Plan and prepare snacks and lunches
* Encourage healthy habits for children, i.e. handwashing, hydration, safety, etc.
* Complete documentation as needed per 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)
* Conduct emergency procedures drills
* Professionally communicate with parents and staff
* Perform cleaning and basic maintenance
* Facilitate daily operations
* Develop curriculum and manage and support staff implementation of developmentally appropriate curriculum
* Consistently maintain facility in accordance with current State of Alaska licensing regulations
* Maintain and adhere to budget provided annually by SCCC, providing detailed receipts for all transactions to administrator
* Assist in interpersonal concerns
* Prepare monthly directors report and occasionally attend SCCC Board Meetings if requested
* Occasional off-care hours may be needed for program preparation and planning
* Occasional fundraising hours may be requested

**JOB QUALIFICATIONS:**

* Energetic and positive attitude
* Physical ability to care for children
* Must be at least 21 years of age
* Provide ***three*** positive references
* CPR/First Aid Certification
* Complete assigned child care training
* Clear federal criminal background check
* CDA/CCA certified or Montessori certification
  + Certificate and documented experience must be available
* Three years of prior experience working in or being a leader of a classroom team with young children

**WORK SCHEDULE**

* Be available for monthly training requirements
* Based on availability and agreed commitment to part-time or full-time schedule
* Availability for fundraising efforts is appreciated
* Annual evaluation may be scheduled for convenient Sat/Sun hours, 2 weeks prior to final day of work
* Position is seasonal. Preferred availability is April through September. Start and end dates are negotiable

**COMPENSATION:**

* Pay: $22-$24/hour based on experience and educational background
* 2 hours of monthly staff training at regular wage

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**Teacher Job Description**

**JOB DESCRIPTION:**

* Lead a program focused on assigned age group; some work with mixed age groups may be required
* Implement and facilitate activities
* Support and guide co-workers and assistant teachers
* Coordinate with other staff for space utilization
* Coordinate and implement field trips
* Manage behavior of children using developmentally appropriate practices
* Prepare snacks and lunches
* Encourage healthy habits for children in your care, i.e. handwashing, hydration, safety
* Complete documentation as needed per 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)
* Perform cleaning duties
* Complete required annual training as required by the State of Alaska
* Occasional off-care hours may be needed for program preparation and planning

**JOB QUALIFICATIONS:**

● Energetic and positive attitude

● Physical ability to care for children

● Provide ***three*** positive references

● CPR/First Aid Certification or willing to obtain the Certification

● Complete 12-24 hours of paid child care training annually

● Clear federal criminal background check

● Preferred but not required qualifications:

* Two years of prior experience working in or being a leader of a classroom team with young children; college courses in ECE
* Childhood Developmental Associates, Child Care Associate, Montessori Certificate, 9+ college credit hours in early childhood development, or be willing to work toward one of these degrees

**WORK SCHEDULE**

* Be available for monthly training requirements based on availability
* Commitment to part-time or full-time schedule (Monday-Friday 7:30-5:30) with possibility of over time
* Holidays off include New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day
* Availability for after hours fundraising efforts is appreciated
* Annual evaluation may be scheduled for convenient Sat/Sun hours, 2 weeks prior to final day of work

**COMPENSATION:**

● Pay: $19-21/ hour based on experience and educational background

● 2 hours of monthly staff training at regular wage

* Compensation for state required training
* 50% discount for 1 child if enrolled within Little Dippers Learning Center while you are working

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**Teacher’s Aide Job Description**

**JOB DESCRIPTION:**

* + Provide assistance to lead teacher and management team
  + Capable of working with children ages 0-12 years old
  + Assist on field trips
  + Manage behavior of children
  + Assist in snack preparation and service
  + Assist during the lunch hour with prep and cleanup
  + Check & change diapers
  + Follow daily schedule and direction from leads and management team
  + Perform cleaning and basic maintenance
  + Complete 12 paid hours of required annual training required by the State of Alaska
  + Occasional assistance when completing 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)

**JOB QUALIFICATIONS:**

* Energetic and positive attitude
* Enjoy being around children
* Physical ability to care for children
* Must be at least 16 years of age
* Provide ***three*** positive references
* CPR/First Aid Certification
* Complete assigned child care training
* Clear federal criminal background check
* Must be a current high school student or graduate
* No experience is needed

**WORK SCHEDULE**

* Be available for monthly training requirements
* Based on availability and agreed commitment to part-time or full-time schedule
* Availability for fundraising efforts is appreciated
* Annual evaluation may be scheduled for convenient Sat/Sun hours, 2 weeks prior to final day of work
* Position is seasonal. Start and end dates are negotiable.

**COMPENSATION:**

* Pay: $14-$15/ hour based on experience and educational background
* 2 hours of monthly staff training at regular wage
* Compensation for state required training