

- Maintains credentials and attends professional development activities as required.
- Maintains documentation in compliance with Department, State, Federal, Professional and Ethical guidelines.
- Participates in required and optional training as needed for licensure.
- Performs other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of curriculum, various content areas, and learning styles is critical to making decisions related to educational planning.
- Strong customer service skills and the ability to effectively present instruction, and/or information to students, staff, families, administrators, and public.
- Skill in establishing and maintaining cooperative and respectful working relationships with children, families, supervisors, and other employees.
- Strong understanding and sensitivity to Alaska Native culture and lifestyle, with demonstrated experience working effectively with Alaska Native population.
- Strong written, analytical, verbal, and interpersonal skills.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Ability to keep accurate records and produce timely and accurate written reports.
- Ability to maintain strict confidentiality as required for HIPAA, other regulations and organization matters.
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to establish and maintain cooperative working relationships, including outside contacts.
- Ability to work independently as well as with teams.
- Ability to report to work in a timely manner.
- Skill in operating personal computer utilizing a variety of computer software. • Skill in handling finances and plan and evaluate programs.

MINIMUM QUALIFICATIONS

- Must be 21 years of age, or older.
- Candidates must meet one of these four requirements:
 - BA degree in teaching, Early Childhood Education (ECE) or related degree.
 - o 12 semester hours in "early childhood development, child development, child psychology, or the equivalent. At least three of those semester hours must be in Child Development. Three of those credit hours can be from management and other relevant college courses can be substituted, but no less than three semester hours must be in Child Development.
 - o A current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognitions; or
 - o A Montessori certificate.
- One (1) year experience working with young children.

PREFERRED QUALIFICATIONS (Education & Experience)

- o Two (2) year experience working in an Early Childhood or Head Start Program.
- o Current Infant/Toddler/Child CPR/First Aid.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position corresponds to medium duty work, involving physical exertion of 20-50 lbs. frequently; such exertion involves the lifting and/ or moving of young children in the program, and/ or goods and materials within the facility. There is frequent walking, standing, climbing, stooping, bending, and squatting/ crouching in an indoor classroom as well as an outdoor environment. The majority of the work is performed in a classroom setting with a wide variety of people with differing functions, personalities, and abilities. CRNA is a smoke free and tobacco free campus. May require local travel between compact services of CRNA which may involve exposure to extreme weather conditions. Works in an environment where protection of client confidentiality is essential. Personal Protective Equipment will be provided when and where needed.

SPECIFICATIONS

Supervision Received:

Position receives supervision from the Child Development Administrator. Work will be monitored through weekly meetings, monthly reports, and regular communication with your supervisor. General guidelines for operations are based on program requirements, conditions of grant award(s), and the general policies and procedures of CRNA.

Supervision Exercised:

Position will exercise supervision of assigned staff and complete required documentation, including performance evaluations, training, and general oversight through direct reports.

Contacts: Contacts may include, and not limited to, volunteers, organizational staff, consumers, and outside agencies.

CONDITIONS OF HIRE

- All employment at CRNA is "at will." This means that the employee or CRNA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- CRNA is a no tolerance workplace. All employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CRNA has several positions that require a criminal background check for the safety of our clients. All employment offers in the "covered" classification are conditional until CRNA has received a Federal criminal background check verifying eligibility to work in these programs. ● First Aid/CPR adult and pediatric certification must be obtained within 90 days.

- As applicable by position and company policy, must meet standards for fitness for duty, immunizations, credentialing and privileging.

ACKNOWLEDGMENT STATEMENT

This Job Description describes the essential functions and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, job-related duties. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability.

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for CRNA business. In order to drive your personal vehicle for CRNA business an individual must provide a copy of their current Alaska Driver's License and a copy of their proof of personal liability insurance. No employee may transport a CRNA client in a personal vehicle.

Notice: Your signature indicates that you have read this Job Description and understand the expectations of and qualifications for the job.

Employee Printed Name	Employee Signature	Date
Supervisor Printed Name	Supervisor Signature	
	Date	

