



# FAIRBANKS NATIVE ASSOCIATION, INC.

## Job Description

**Job Title:** Primary Teacher  
**PCN:** S403  
**Level:** Support Level 4, Para-Professional  
**Status:** Non-Exempt  
**Position Reports to:** Children's Services Coordinator or Education Coordinator

*"This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. FNA is an at-will employer."*

**Job Summary:** This position will provide safe, healthy developmentally appropriate child care to infants and/or toddlers. Conducts a comprehensive preschool program. This position supervises all teaching aspects of the classroom, as well as works closely with parents and other staff members.

### Essential Functions:

Plans a schedule of daily activities, with the assistance of the Teacher Aide, which integrates child health and safety, early childhood development, child mental health and family and community partnerships into the curriculum.

Uses a team approach to develop activities individualized to meet the child's needs.

Develops classroom activities that reflect the specific cultural and ethnic backgrounds of the children.

Maintains a safe and positive learning environment.

Involves parents in educational activities to enhance their role as the primary educator of their children.

Evaluates children and updates Individualized Learning Plans, updates family contact reports, emergency information, developmental assessments, and any other pertinent information.

Advises an appropriate supervisor of social service issues, health, and educational concerns.

Attends staff meetings, family staffing, trainings and other scheduled activities.

Adheres to all State child care licensing regulations.

Runs monthly fire drills, ensuring children, volunteers and aides know appropriate drill procedures.

Assists Health Specialist with gathering pertinent information such as dental and medical follow-ups.

Assists in distributing notices and flyers to parents.

Cleans classroom every day, including putting supplies in proper space and sanitizing surfaces and toys.

The incumbent of this position must work well under pressure, meeting multiple and conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors and clients.

Performs other job-related duties as assigned.

**Specifications:**

Qualifications:

High school diploma or equivalent. Childhood Development Associate (CDA) or AA in Early Childhood Education.

Two years experience working in an Early Childhood Program or Head Start program.

Strong understanding and sensitivity to diverse cultures and lifestyles, with demonstrated experience working effectively with Alaska Native populations.

Complete Infant/Child CPR and First Aid Training within thirty (30) days of hire.

Three references demonstrating positive experience working with or caring for children.

Continued employment status (post job offer) will be contingent upon employee providing certification of tuberculosis screening and a medical certification that he/she does not, because of infectious or communicable disease, pose a direct threat or significant risk to the health and safety of program participants or others in the workplace.

Continued employment status will be contingent upon satisfactory criminal background investigation and the pre-employment drug testing process.

Driving Requirements:

This position will (or may) require you to frequently (or incidentally) drive your personal vehicle for FNA business. In order to drive your personal vehicle for FNA 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 FNA client in a personal vehicle.

Physical Demands:

This position corresponds to medium work, involving physical exertion of 20 and 50 lbs.

Occasionally and/or 10 and 30 lbs. frequently.

Frequent standing, walking, climbing, stooping/bending, and squatting/crouching.

Position is required to clean class area every day, including putting supplies in proper space, and wiping down surfaces with bleach solution to disinfect.

Working Conditions:

Works in an environment where protection of confidentiality is essential.

Contacts:

Position has daily contact with the children and their families, community agencies and program staff.

I, \_\_\_\_\_, have received, reviewed and completely  
(Please print name)  
understand the entire contents of this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date