



Knik Tribal Council

PO Box 871565 Wasilla, Alaska 99687

Phone: 907-373-7991 Fax: 907-373-2178

Vacancy Announcement

Position Summary:

The Childcare Classroom Aide supports the daily program designed to meet the physical and developmental needs of a group of children. This position will provide support to all classrooms.

Primary Duties and Responsibilities (including but not limited to):

The successful candidate will:

- Provide care and protection for assigned children.
- Consider and provide for the needs of the individual in relationship to their cultural and socioeconomic background, emotional or physical handicaps and individual style and pace of learning.
- Respect the dignity and basic rights of each child.
- Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene.
- Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities.
- Assure that equipment and materials are accessible, appropriate and in good condition.
- Perform classroom related and other maintenance duties as requested.
- Assist with public relations and events and other duties as assigned.
- Maintain a pleasant, comfortable atmosphere for staff and children.
- Maintain confidentiality.
- Perform all other related duties as assigned.

Minimum Requirements

- High school diploma or GED.
- Six (6) months experience working as a Childcare Classroom Aide.
- Solid understanding of childhood development, preferred.
- Food Worker Card, preferred.
- Ability to lift and move up to sixty (60) pounds.
- Must pass a state and federal background check.
- CPR and First Aid Certification.



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General Information:

Location: 4401 E Palmer-Wasilla Hwy., Wasilla, AK 99654

Supervisor: Operations Manager

Schedule: Monday – Friday; 10:00 a.m. – 6:00 p.m.

Salary: \$16.00 - \$17.75 per hour DOE/E. Plus full benefits: Federal Employee Health Benefits (FEHB) medical, dental, vision, life insurance, paid leave and holidays, and retirement plan with matching contributions.

Additional Information:

- Hiring preferences shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to P.L. 93-638 Indian Self Determination Act.

To Apply: Submit Resume to:

Human Resources at hr@kniktribe.org

For more information or to download the job description visit www.kniktribe.org/careers