

JOB DESCRIPTION

JOB TITLE: Child Care Teacher

DEPARTMENT: Common Paths Early Education & Care

STATUS: Non-Exempt

VERIFIED: September 2009

REPORTS TO: Director of Childcare

JOB SUMMARY:

The primary role of the Child Care Teacher is to plan, organize and implement daily children's learning activities. The Child Care Teacher is also responsible for creating and maintaining a nurturing, safe environment for children.

DUTIES AND RESPONSIBILITIES:

1. Provide nurturing, support, and inclusive approach to all children.
2. Plan, organize, and implement individual and group instructional activities for children that aim to develop them socially, emotionally, intellectually, and physically.
3. Responsible for the safety of all children in the center and specifically for the children in your care.
4. Work cooperatively with other staff in a team approach.
5. Communicate with and provide excellent customer service to children and families.
6. Maintain appropriate communication with Director/Asst. Director as to parental, child, or teacher concerns.
7. Provide positive approach and behavior redirection as age appropriate.
8. Share in the responsibility of maintaining a clean and safe environment.
9. Assist children with eating, toileting and assist at nap time.
10. Attend and provide input at staff meetings.
11. Keep records assigned by the Center Director.
12. Coordinate supplemental activities in the child care program (i.e. field trips, special events, etc.).
13. Provide direction to substitute staff during all program activities.
14. Assist with training of new child care employees.
15. Attend ongoing in-service and continuing education training.
16. Prepare to assume responsibilities as assigned by the Director / Assistant Director of Child Care.
17. Adhere to the agency safety policies and procedures as communicated by the Safety Director.
18. Be willing and able to bring caring to life.

EXPERIENCE AND SKILL REQUIREMENTS:

1. High school diploma or equivalent. Be at least 18 years of age.
2. Complete at least 2 non-credit department approved courses in early childhood and education, (ex: Introduction to the Childcare Profession & Skills and Strategies for the Childcare Teacher) or 2 courses for credit in early childhood education or its equivalent from an institution of higher education.
3. Physical ability to lift and transfer children (minimum of 25 pounds) and ability to participate in handling and floor activities with children.
4. Must relate well with children, be flexible, and adaptive to Center's needs.
5. Ability to maintain regular and reliable attendance.
6. Strong communication and interpersonal skills.
7. Ability to present materials in a positive and enthusiastic manner.
8. Must be willing and able to "bring caring to life".