

Teacher, Child Care

FLSA Status: Exempt

Pay Grade: 10

Job Title ID: 20102

Job Series/Job Family: Workforce Education & Business Development Series / Child Care Family

Reports To

Child Care School Manager

Job Purpose

To provide lab and/or classroom support services and instruction to children, students, and faculty.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans and implements the curriculum by creating strategies and activities to target learning; determines long and short range age-appropriate teaching goals for individual students and groups; oversees and leads learning projects and activities; designs and leads off-site field trips.
2. Monitors and guides children's daily classroom activities and interactions. Provides for children's needs and teaches self-help skills such as toileting, hand washing, dressing, and feeding.
3. Schedules and conducts annual in-home visits; tracks children's development using assessment tool. Collects, formats, and interprets information relating to children's developmental progress; shares and uses information to plan with parents during bi-annual conferences.
4. Oversees and guides lab students doing classroom fieldwork: writes and updates information packets; tracks and reschedules lab students; provides oral and written feedback; approves classroom activities and projects. Oversees classroom fieldwork times and semester long classroom practicum experiences for advanced lab students.
5. Oversees assistant teachers, hourly employees, and volunteers.
6. Conducts indoor and outdoor safety checks, removing any hazardous objects or materials; sanitizes all surfaces, toys and equipment.
7. Communicates with parents to share and exchange information relating to the child. Writes and posts weekly lesson plans; fills out attendance forms, daily activity charts, and individual education plans. Posts notes and reminders; writes and distributes classroom newsletters, calendars and information packets.
8. Takes on the responsibilities of the Director when delegated in charge of the Center in his/her absence.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principals and practices of child development and early childhood education.
- Student assessment techniques and critique strategies.
- Safety practices and procedures as they related to a child care facility.
- Interpersonal skills using tact and diplomacy.
- First aid and CPR.
- Principles and practices of early child care program activities.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Maintaining an established work schedule, including evening hours.
- Assessing lab student's performance in the classroom.
- Designing, scheduling, and implementing learning activities and programs.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Providing early childhood educational programs.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications.

Physical Requirements**Required**

- Frequent lifting and moving of children or objects up to 25 pounds. Occasional lifting and moving of children up to 50 pounds.
- Subject to standing, walking, sitting in small chairs or on the floor, bending, reaching, kneeling, pushing and pulling, running, climbing, balancing, and stooping
- Work is routinely performed in both inside and outside work environments.

Work Experience**Required**

- Two years work experience as a lead teacher, including one year supervising teaching staff in an NAEYC accredited center.

Education**Required**

- Bachelor's degree in early childhood education, child development, elementary education, early childhood special education or a related field with a minimum of 36 college credits (semester hours) in child development and/or early childhood education.

Licenses/Certifications**Required**

- Infant/Child/Adult CPR and First Aid Certification prior to employment.

Other**Required**

- Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

Safety**Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.