

JOB DESCRIPTION

JOB TITLE: Child Care Teacher
DEPARTMENT: CP Early Education & Care
STATUS: Non-Exempt
VERIFIED: November 2021
REPORTS TO: Site Manager



"I love the whole sense that everybody here has a common goal to change people's lives." - Jessica G. Occupational Therapist

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 a nurturing, supportive, an 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 Child Care 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.

"I treat everybody the same way."

- BJ, client

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 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. Successful completion of background check, communicable disease screen and drug screen.
9. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

ADA JOB ANALYSIS

Job Title: Child Care Teacher

Dept. Name: CP Early Education & Care

Dept. # 100

Reports To: Director of Child Care

Date Verified: November 2021

PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u>	5	<u>Duration</u>	<input checked="" type="checkbox"/> General Moving Around	<input type="checkbox"/> Less Than 1/2 hour	<input type="checkbox"/> 1/2 to 1 hour
				<input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> 2 to 4 hours	<input type="checkbox"/> Other
<u>SITTING</u>	<u>Hours Per Day</u>	2	<u>Duration</u>	<input type="checkbox"/> General Moving Around	<input type="checkbox"/> Less Than 1/2 hour	<input checked="" type="checkbox"/> 1/2 to 1 hour
				<input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> 2 to 4 hours	<input type="checkbox"/> Other
<u>WALKING</u>	<u>Hours Per Day</u>	1	<u>Duration</u>	<input checked="" type="checkbox"/> General Moving Around	<input type="checkbox"/> Less Than 1/2 hour	<input type="checkbox"/> 1/2 to 1 hour
				<input type="checkbox"/> 1 to 2 Hours		
<u>LIFTING</u>				<input type="checkbox"/> Less Than 10 Pounds	<input type="checkbox"/> 10 to 25 Pounds	
				<input checked="" type="checkbox"/> 25 to 50 Pounds	<input type="checkbox"/> 50+ Pounds	
			<u>Times Per Day</u>	10	<u>Height</u>	3-4 ft
<u>CARRYING (weight)</u>				<input type="checkbox"/> Less Than 10 Pounds	<input type="checkbox"/> 10 to 25 Pounds	
				<input checked="" type="checkbox"/> 25 to 50 Pounds	<input type="checkbox"/> 50+ Pounds	
			<u>Times Per Day</u>	20	<u>Distance</u>	12 ft.
<u>PUSHING (weight)</u>				<input type="checkbox"/> Less Than 10 Pounds	<input type="checkbox"/> 10 to 25 Pounds	
				<input type="checkbox"/> 25 to 50 Pounds	<input checked="" type="checkbox"/> 50+ Pounds	
				<input type="checkbox"/> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)		
			<u>Times Per Day</u>	2	<u>Distance</u>	12 ft.
<u>CLIMBING</u>			<u>Times Per Day</u>	7	<u>Distance</u>	2 flights of stairs
<u>REACHING</u>			<u>Times Per Day</u>	10	<u>Distance</u>	arm's length

ENVIRONMENTAL CONDITIONS

Temperature: Normal room temp. High Locker Room Temp (80-85), Pool (92), Whirlpool (102), high humidity

Job Hazards: Minimal

Machines/Equipment: Computer, phone, photocopier

Noise Level: Above Normal office noise (large groups); client vocalizations