JOB DESCRIPTION

JOB TITLE: Child Care Teacher

DEPARTMENT: CP Early Education & Care

STATUS: Non-Exempt
VERIFIED: November 2021
REPORTS TO: Director of Child Care



"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		l: November 2021	
PHYSICAL DEMANDS			
STANDING Hours Per Day <u>Duration</u>	5X_General Moving Around1 to 2 Hours	Less Than 1/2 hour 2 to 4 hours	1/2 to 1 hour Other
SITTING Hours Per Duration	Day 2 General Moving Around 1 to 2 Hours	Less Than 1/2 hour 2 to 4 hours	_X1/2 to 1 hour Other
WALKING Hours Per Duration	Day 1 _X_General Moving Around1 to 2 Hours	Less Than 1/2 hour	1/2 to 1 hour
LIFTING	Less Than 10 Pounds X 25 to 50 Pounds	10 to 25 Pounds 50+ Pounds	
	Times Per Day 10	Height 3-4 ft	
CARRYING (weight)	Less Than 10 Pounds X 25 to 50 Pounds	10 to 25 Pounds 50+ Pounds	
	Times Per Day 20	<u>Distance</u> 12 ft.	
PUSHING (weight)		10 to 25 Pounds X 50+ Pounds be up to 300 with wheelchairs and	power wheelchairs)
	Times Per Day 2	<u>Distance</u> 12 ft.	
<u>CLIMBING</u>	Times Per Day 7	<u>Distance</u> 2 flights of stairs	
REACHING	Times Per Day 10	Distance 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