

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

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