

<b>Position Description:</b>	Teacher
<b>Position Summary:</b>	The Teacher is responsible for the care and education of the children in the daycare center. The Teacher implements a curriculum developed for assigned classroom(s) and program area(s), and observes, assesses and documents each child's growth and development.
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>● Supervise and monitor children individually and as a group at all times.</li> <li>● Plan and implement educational activities based on curriculum.</li> </ul> <p>Assist children with routines including meals and personal care, as appropriate to the age and development of each child.</p> <ul style="list-style-type: none"> <li>● Observe, assess and document each child's growth and development.</li> <li>● Ensure the classroom is safe and checklists are completed.</li> <li>● Meet the emotional, social, physical and cognitive needs of each child.</li> <li>● Keep and maintain accident and injury reports.</li> <li>● Serve as a role model for children who are served by the daycare center.</li> <li>● Maintain confidentiality of information of each child, family and employees.</li> <li>● Coordinate activities and teach parenting on Saturdays on a rotating schedule</li> <li>●</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>● Work as a member of the broader team of the Center to ensure a high level of service to our clients, including assisting with general housekeeping, kitchen duties and light maintenance.</li> <li>● Other duties as assigned.</li> </ul> <p>This job description is subject to change at any time.</p>
<b>Degree of Authority to Execute Responsibilities:</b>	The Teacher has authority to implement the approved curriculum established by the Daycare Director. The Teacher will also be expected to make appropriate decisions regarding the health and safety of children during emergencies in accordance with established policies and procedures. The Teacher will refer to the Daycare Director for any questions related to or recommendations to be made outside of the established curriculum and approved policies and procedures.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>● 18 years of age.</li> <li>● High School diploma or GED.</li> </ul>

	<ul style="list-style-type: none"> <li>● 24 credits in a child care related field with 4,160 hours of experience as an assistant teacher.</li> <li>● Must be free of problematic substance use for at least two years immediately preceding employment and must sign a statement attesting to that fact.</li> </ul>		
<b>Physical Requirements:</b>	<ul style="list-style-type: none"> <li>● Frequently communicate with employees, parents, clients and other individuals with key relationships. This requires receiving and providing accurate information in these situations. Information can be shared and received verbally or in writing.</li> <li>● Frequently lift children up to 60 lbs. from floor to waist height throughout the day.</li> <li>● Frequently crouch to a child's height and maintain eye contact at child's level.</li> <li>● Frequently sit on the floor or child sized furniture.</li> <li>● Stand tall enough to reach children on play equipment.</li> <li>● Sit or stand for extended periods of time.</li> </ul>		
<b>Acknowledgement:</b>			
<p>I have received a copy of the position description. I have read and understand the contents. I attest that I am qualified to perform the duties described in this document.</p>			
Employee Name: (please print)	_____		
Employee Signature	_____	Date:	_____