

Position Title: Early Childhood Teacher

Reports to: Executive Director and Assistant Director

Fair Labor Standards Class: Non-exempt

Education and Other Requirements:

1. Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to child care and/or child development, from birth to age six; OR
2. One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and thirty (30) semester hours (or 45 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to child care and/or child development, from birth to age six; OR
3. Completion of credentialing programs approved by the Department in accordance with Appendix G of Licensing Standards for Day Care Centers (407.Appendix G; page 131)

Skills: Proficient reading and writing skills; proficient interpersonal relations and communicative skills; ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures and strong work ethic.

Essential Functions:

- Plan and execute a daily play based educational program and outdoor activities in assigned classroom; engaging and interacting with children and encouraging their involvement.
- Maintain a safe, healthy, and stimulating atmosphere in accordance with the Charleston Community Day Care Centers philosophy of enhancing self-concepts, encouraging independence and respecting individuality.
- Recognize the needs of each individual child as well as the group. Review records of new children enrolled to determine special needs, diet, etc., communicating with administration and cook as needed.
- Prepare monthly/daily lesson plans and other communication tools to inform families of their child's activities and routines. (daily reports, parent newsletters)
- Maintain confidentiality regarding information pertaining to children, parents, and staff.
- Engage and interact with children, parents, and coworkers encouraging their involvement while treating each with dignity and respect.

- Create an inclusive atmosphere by having concern for individual interests, special needs, special talents, and individual learning styles.
- Supervise class and individuals in the bathroom, at meal time activities by sitting and eating with assigned group, and at naptime being sure to inform break person of #'s, etc. during your absence.
- Maintain daily records such as attendance and food tallies, medicine charts, accident/incident/illness reports, etc.
- Supervise and train part time staff, substitutes, students, volunteers, etc. assigned to the same work area.
- Assist administration with evaluation – personnel, programs, operations and ensure compliance with current licensing standards, environmental rating scales, and center policies.
- Observe and record significant individual and group behaviors in consultation with the Administration; use this information in your daily lesson planning and parent teacher conferences.
- Attend work related workshops, conferences, college coursework and in service trainings in order to obtain a minimum of 20 hours per year, including CPR/First Aid Training, Mandated Reporter Training, SIDS and Shaken Baby Training, and Food Handler Training,

Marginal Duties:

- Attend and participate in monthly staff meetings
- Assist the administration with keeping the program supplied with all the necessary teaching equipment and supplies in line with the existing budget.
- Assist administration with the previewing of educational materials.
- Carry out housekeeping duties as needed
- Assist in the planning and production of seasonal programs
- Additional duties in the absence of administration
- Prepare and conduct parent teacher conferences as needed
- Prepare laundry for weekly service
- Other duties as assigned

Equipment used in the position:

- Computer, Printer, Copier, Fax, Telephone

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Name

Date

(Management reserves the right to change, or add to this job description at any time)