

## **Wesley House Family Services Position Description**

**Position Title:** Child Care Teacher

**Department:** Child Development Center

**Purpose:** The Child Care Teacher has the primary responsibility for the health, safety, intellectual activity social interaction and overall development of the children in the program

**Reports To:** Director, Child Development Center

**Funded By:**

**Classification:** 1.0 FTE, Non-Exempt

**Responsibilities:**

- Establish and maintain a child care environment in compliance with the Program assessments
  - Comply with the Inez Martin CDC Site Operations Manual
  - Comply with the rules of the Department of Children and Families, Chapter 65C-22 Child Care Standards
  - Work with the administrative staff of the center to establish and maintain an environment which meets the developmental level of the children served,
  - Complete the Ages and Stages process for all children
    - Child must be in subsidized care
    - Development Screening Tool
      - Complete within 45 days of child's enrollment
      - Complete annually on child's birthday
      - All forms must be maintained in child's file and Wesley House Family Services Child Care Services Department
  - Complete the Creative Curriculum Assessment or other assessments as required by Early Learning Coalition contract in a timely manner.
  - Maintain the facility in a manner which is healthy and safe for the children, families and staff of the program
  - Attend and participate in all staff meetings and professional development as required by:
    - Wesley House Family Services
    - State of Florida Department of Children & Families
    - Florida Child Care Professional Certificate
    - Infant/Child/Adult First Aid and CPR
    - Other trainings as available and appropriate
    - Report all abuse and neglect through the State of Florida Toll Free Abuse Registry Hotline 1-800-96-ABUSE.
    - Inform Child Development Center Director of any activities or actions that are not in compliance with the highest ethical standards or best practices for a human service provider such as Wesley House Family Service
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- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
  - Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served

- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

**Performance Measurements:**

**The Child Care Teacher will:**

- Complete the 40 hours of child care training and 5 hours of Early Literacy within 12 months of employment
- Minimum of 10 hours of in-service training annually
- Complete Ages & Stages Questionnaire within 45 day of enrollment and annually on child's birthday
- Complete the Creative Curriculum Assessment Fall and Spring annually
- Maintain all forms in child's portfolio and reviewed by Child Development Center Director
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements

**Qualifications:**

- High School Diploma or GED required
- Child Care Training certification (FCCPC certificate)
- Two or more years of child care center experience
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally
- Broad knowledge of a high quality child care program. State Child Care Law, 65C-22

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
Child Care Teacher (Signature)

\_\_\_\_\_  
Child Development Center Director(Signature)

\_\_\_\_\_  
Child Care Teacher (Print)

\_\_\_\_\_  
Child Development Center Director (Print)