

Wesley House Family Services

Position Description

Position Title: Child Care Teacher

Department: Inez Martin

Purpose: The childcare teacher has the primary responsibility for the positive growth and development of the children in the program by creating a healthy, safe environment allowing for learning, exploration and creativity.

Reports To: Childcare Program Director

Classification: 1.0, FTE

Responsibilities:

- To work with the administrative staff of the childcare center to establish and maintain an environment which meets the developmental level of the children served.
- Create lesson plans using an appropriate curriculum, offering activities according to the needs of the children.
- Establish relationships with children by demonstrating respect and care, clear expectations of boundaries, appropriate language and behavior while offering words of praise, encouragement and positive reinforcement.
- Manage children's behavior by creating and setting clear expectations in the room. Recognize the efforts of those children who adhere to the rules by providing positive encouragement and document behaviors in need of intervention from administration.
- Foster social development in the classroom by assisting children with discovering the importance of sharing, taking turns and following directions.
- Maintain a clean, organized and stimulating classroom environment. Ensure that items are sanitized, toys and books are picked up at the end of each day.
- Maintain accurate records of children's development and attendance. Create a log daily to share with the family at time of pick-up.
- To complete, when necessary, the Ages & Stages developmental screener for children in care.
- To comply with the rules of the Department of Children and Families, Chapter 65C-22 Child Care Standards.
- To comply with the Inez Martin childcare site operations manual
- Twelve to eighteen months after employment, teachers begin the track towards the Child Development Associate offered by the National Child Care Credentialing Program.
- To report all abuse and neglect through the State of Florida Toll Free Abuse Registry Hotline 1-800-96-ABUSE
- To attend and participate in all staff meetings and professional development as required by Wesley House, the State of Florida, Early Learning Coalition of Miami-Dade/Monroe, and as required by the position including but not limited to state mandated courses, the Child Development Associate, Infant/Child/Adult First Aid/CPR, and other trainings as available and appropriate.
- Participate in ongoing quality initiatives and activities to improve Wesley House Inez Martin Child Care services.

- To assist families in the childcare program with the parent handbook guidelines
- To comply with the procedures and guidelines of the Wesley House personnel manual
- To comply with Wesley House personnel and finance policies, ethical standards, and Wesley House confidentiality
- Inform supervisor of any activities or actions that are not in compliance with the highest ethical standards or best practices for a human services provider such as Wesley House.
- Perform all Wesley House activities, job duties and responsibilities and related Wesley House activities with respect and appreciation for the persons served, including the diversity of their cultures, traditions, and practices.
- Perform all other work-related duties as assigned.

Performance Measurements:

- Complete the 49 hours of childcare training plus 5 hours of Early Literacy within 90 days of employment
- Minimum of 30 hours of in-service training annually
- Complete Ages & Stages developmental screener when necessary.
- Create lesson plans using an appropriate curriculum, offering activities according to the needs of the children.
- To work with the administrative staff of the childcare center to establish and maintain an environment which meets the developmental level of the children served.
- To comply with the rules of the Department of Children and Families, Chapter 65C-22 Child Care Standards.
- To comply with the Inez Martin childcare site operations manual
- Twelve to eighteen months after employment, teachers begin the track towards the National Credentialing Program
- To report all abuse and neglect through the State of Florida Toll Free Abuse Registry Hotline 1-800-96-ABUSE
- To attend and participate in all staff meetings and professional development as required by Wesley House, the State of Florida, Early Learning Coalition of Miami-Dade/Monroe, and as required by the position including but not limited to state mandated courses, the National Credentialing Program, Infant/Child/Adult First Aid/CPR, and other trainings as available and appropriate.
- Participate in ongoing quality initiatives and activities to improve Wesley House Inez Martin Child Care services.
- To assist families in the childcare program with the parent handbook guidelines
- To establish and maintain a childcare environment in compliance that is healthy, safe allowing children to explore and create. for the children.

Qualifications:

- High School Diploma or G.E.D required.
- National Credential or equivalency preferred (includes candidate pursuing the Nation Child Care Credential)
- Two or more years of childcare center experience
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally.
- Broad knowledge of a high-quality childcare 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)

Site Director (Signature)

Child Care Teacher (Print)

Site Director (Print)