



MASTER TEACHER JOB DESCRIPTION

The Master Teacher is responsible for assisting the Owner and Director in operating the child care center in a manner that contributes to the growth and development of children. Also acts as responsible staff in short term absence of Director. The Master Teacher is professionally prepared as a teacher of young children, especially in the field of early childhood education and/or child development. The Master Teacher is a warm, sensitive, mature individual who relates well to children and adults.

Qualifications

- Must be at least 18 years of age
- Have obtained the qualifications at Level III or higher on the Professional Development Ladder
- Must have a valid Oklahoma state driver's license

Skills

- Extensive knowledge of developmentally appropriate practices in early childhood
- Strong group management skills with children
- Effective organizational and planning skills
- Effective interpersonal skills
- Ability to understand and follow instructions precisely

Responsible to: Owner and Director

Responsibilities/Duties

- Cooperating with licensing staff and other appropriate agencies in maintaining compliance with requirements and in improving the quality of care
- Maintaining a physical environment, including upkeep of equipment, that conforms to OKDHS licensing standards of safety and cleanliness and that is conducive to optimal growth & development of children who attend the center and the well being of all involved in the childcare center activities
- Obtaining the required training hours annually to meet the requirements by OKDHS licensing
- Assist with the development of plans for day to day activities and schedules, including all aspects of children's time at the center and is a part of the staff to child ratio
- Responsible for assessment and constant supervision of children at all times to ensure safety
- Maintain progress records of each child's growth and development
- Attend promptly to children's personal hygiene needs
- Develop rapport with children, parents, and co-workers
- Work with parents to promote understanding of their child's growth and development
- Attends staff and parent meetings and participates in these meetings
- Prepare meals as directed
- Assist with clean up duties and proper sanitation.
- Keep all client information confidential.
- Effectively train and supervise staff by acting as a resource and a role model
- Assists with supervision and evaluation of all personnel according to approved personnel practices and policies
- Assist with development and maintenance of good staff relationships

- Assists the Director with coordination of the center’s childcare programs to meet the needs of children served
- Performs other duties as assigned by the Owner and/or Director

Physical Requirements

Must be able to:

- Lift up to 50lbs
- Push emergency equipment with up to 40 lbs of weight
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Able to have visual or hearing capabilities consistent with Child Care Licensing safety requirements

I have read and understand the above job description for the position I am applying for. I agree to comply with the listed qualifications and job requirements.

SIGNATURE

DATE