



## **TEACHER JOB DESCRIPTION**

The Child Care Teacher is responsible for assisting the Owner, Director and Master Teacher in operating the childcare center in a manner that contributes to the growth and development of children. The Child Care Teacher is professionally prepared as a teacher of young children. The Child Care Teacher is a warm, sensitive, mature individual who relates well to children and adults.

### **Qualifications**

- Must be at least 18 years of age
  - Must have a High School diploma or GED
- OR**
- Have completed the tenth grade and be in the process or obtaining a GED for a period not to exceed 12 months.

### **Skills**

- 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, Director, and Master Teacher

### **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 and 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.
- 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.

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**SIGNATURE**

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**DATE**