

**JOB TITLE:** Teacher

**EMPLOYER: GOLDEN DAYS & LITTLE RAYS DAYCARE CENTER**

**REPORTS TO:** CEO/ HEAD OF OPERATIONS/ MANAGERS / OFFICE MANAGER

**SUMMARY:** This position is responsible for providing developmentally appropriate programs that are aligned with national norms of the state including supervising students, developing lesson plans, preparing lesson material, and maintaining classroom tidiness. Teachers work with children aged 6 weeks through age 12. Teachers may need to give directions to support staff.

**DUTIES AND RESPONSIBILITIES:**

- Teaching and following a daily routine while supervising for safety.
- Adapts to suit individual physical, social, and developmental needs of child or group.
- Plans innovative ways of keeping children actively engaged.
- Responsible to keep accurate head counts throughout the day.
- Responsible for feeding and allergy prevention.
- Responsible to tend to medical emergencies of children.
- Impart knowledge to children through fun and play.
- Ensures the social, emotional, intellectual, and physical growth of the child.
- Composes detailed daily reports for parents.
- Participates in semi-annual parent-teacher conferences, which may require OT.
- Initiates and participates in behavioral meetings with parents.
- Maintains an organized and clean classroom, arranging daily and before Fall and Spring sessions
- Meets with the head of the department and Director regularly.
- Adheres to the guidelines of DHS, the education department, and the state.
- Attending staff meetings, school programs, and in-service training.
- Mandated Reporter.
- Must be able to plan and participate in special classroom holiday **celebrations**.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- Responsible for delegating cleaning and supervisory roles in your classroom.
- Responsible for quality checking the work of Teachers' Aides in your classroom.
- Supervision of staff in the classroom is a teacher's responsibility.
- Maintains required classroom supply counts.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from a four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience OR CDA OR Track 2 Certified
- Certificates, licenses, and registrations required: Adult & Pediatric CPR and First Aid must be attained within 30 days of employment and must always be kept current Annually required training from DHS must be kept up to date. This may include AHT, SUIDS, Risk Reduction, Supervision for Safety, Child Development courses, OSHA training, and all other required annual DHS training.
- Computer skills required: Must be able to download and manage several computer/phone Apps for onboarding, paperwork updates, schedule updates, and daily punch-in/out; responsible for efficiently operating our parent communication app on a phone or tablet; Downloading apps to participate in staff updates/chats/communication is required. Microsoft Office Suite knowledge is a plus  
Other skills required:

- Must be at least 18 and meet one of nine possible combined credential, education, and experience requirements, such as a high school diploma with 4,160 hours of experience as an assistant teacher and 24 quarter credits in a childcare-related field.
- Ability to exercise patience when interacting with children.
- A caring and approachable nature.
- Ability to work occasionally during the evening, and after hours, as needed.

## **COMPETENCIES:**

**Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds organizational values.

**Adaptability** - Adapts to changes in the work environment; Changes approach or method to best fit the situation; can deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change

**Cost Consciousness** - Works within approved budget; Develops and implements cost-saving measures; Contributes to profits and revenue; Conserves organizational resources.

**Delegation** - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand, walk, and sit.
- Must be able to pick up 40 lbs.
- Frequently required to utilize hand and finger dexterity.
- Occasionally required to climb, balance, bend, stoop, kneel, or crawl.
- Continually required to talk or hear.
- Occasionally required to taste or smell.
- Occasionally exposed to wet and/or humid conditions.
- Occasionally works in high, precarious places.
- Frequently exposed to outside weather conditions.
- Frequently exposed to bloodborne and airborne pathogens or infectious materials.
- The noise level in the work environment is usually moderate to loud.
- The employee must frequently lift and/or move up to 40 pounds
- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any

time. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**ACKNOWLEDGEMENT**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I can perform the essential duties of this position.

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Employee Name

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Manager Name

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Date Signed

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Date Signed

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Head of Operations Signature

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Date Signed