

LEE HEALTH JOB DESCRIPTION

JOB TITLE:	Child Care Teacher	JOB CODE:	0460
DEPARTMENT:	Child Development Center	DEPT CODE:	967
REVISION DATE:	April 2014	FLSA STATUS:	Non-exempt

JOB SUMMARY: Provides care for children in assigned groups stressing individual needs within the developmental framework of social, emotional, physical and intellectual development. Adheres to developmentally appropriate practice.

JOB REQUIREMENTS:

Education: CDA Equivalency
Experience: One Year Child Care Setting
Training: Previous Child Care Training with Working Knowledge of Early Childhood Development
License: None Required
Other: Expert Interpersonal & Communication Skills. Ability to Work & Plan with Caregivers in a Team Setting. Must be 21 Years Old (Per Licensing)

JOB SPECIFICATIONS: (Physical and Mental Job Requirements)

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. If the requirement is not marked, then it is considered not applicable.

Requirement	Occasionally (i.e., Monthly)	Frequently (i.e., Weekly)	Continually (i.e., Daily)	Requirement	Occasionally (i.e., Monthly)	Frequently (i.e., Weekly)	Continually (i.e., Daily)
General Requirements (has the ability to...)				Required Lifting (ability to lift...)			
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11 to 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	25 to 34 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	51 to 75 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	76 to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pushing/Pulling (ability to push and pull...)			
Maintain Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11 to 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				25 to 34 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sensory Requirements (has ability for...)				35 to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Far Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	51 to 75 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Near Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	76 to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Seeing Fine Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental (may be exposed to...)			
Hearing Norm Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Infectious Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Overhead Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical Agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dust, Fumes, Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Extremes in Temperature or Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental & Emotional Requirements (ability to...)				Hazardous or Moving Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cope with high level of stress	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unprotected Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make decisions under high pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Loud Noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cope with anger/fear/hostility of others in a calm way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Manage altercations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others (note below)			
Concentrate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle a high degree of flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PRE-K & SCHOOL AGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle multiple priorities in stressful situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Valid drivers license	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Ability to drive 15 passenger van	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrate high degree of patience	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Clean driving record for 10 years	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adapt to shift work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Subject to driver applicant physical examination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work in areas that are close and crowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Manipulation (ability with...)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Firm Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Keyboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIFIC JOB STANDARDS

1) Consistently Meets Children's Needs By:

- Completing daily classroom chart
- Changing diapers, following established infection control and age guidelines
- Available and responsive to children, by word, action, body language, and facial expression
- Available and responsive to children by listening to children with attention and respect and responding to the children's questions and requests
- Completing Daily Report, by charting: feedings, toileting, activities, disposition, medication, napping, and supplies needed.

2) Supervises Snacks and Meals(Infants & Pre-School)

- Infants are fed on individual schedules following parent requests and are held when fed
- Food experiences are incorporated into lesson plans
- Meals & snack times are pleasant learning experiences for children
- Snacks and meals are served family style with children assisting
- Food is never used or withheld as a punishment

3) Cleanliness of Children

- Children are returned to parents with clean face, hands, and diaper if needed.
- Children are returned to parents with clean outfit if needed
- Shoelaces are tied, jackets and sweaters buttoned
- Tissues are available for children to reach

4) Child Care Services Developmental Program/Program Planning

- Leads team in the development of lesson plans, which encourage self-expression, promote social, physical and intellectual growth, and provide opportunity for rest as well as activity
- Lesson plans are submitted one month in advance by the first day of the month and posted by Monday AM each week

5) Child Care Services Developmental Program/Developmentally Appropriate Play

- Engages children in developmentally appropriate play during indoor and outdoor activities
- Lesson plans include carry over of themes to outdoor play(bring the indoors, outside)
- Remains involved with the children at all times while on playground (bye-bye buggy)

6) Child Care Services Developmental Program/Program Transitions

- Transitions between activities are conducted smoothly, without regiment and are considered learning opportunities

7) Child Care Services Developmental Program/Communication With Parents

- Maintains daily communication with parents, sends home a daily report on each child. This report includes information about; feeding, toileting activities, disposition, napping, medication, and supplies needed.
- Spelling and grammar are correct in all written communication
- Does not engage in private discussions near the child or public

8) Child Care Services Developmental Program/Communication With Children

- Frequent positive interaction occurs with each child

9) Child Care Services Developmental Program/Classroom Aesthetics/Food Service

- Assures that changes are made to bulletin boards, learning centers, displays of children's work and decorations appropriate to the curriculum
- Sets up, assembles and delivers children's lunches each day in an organized and efficient manner with food served at proper temperatures in appropriate containers

- Dishes are cleaned and stored by completion of shift
- Food is stored immediately after the meal

10) Child Care Services Developmental Program/Behavior Management

- Uses redirection.
- Implements positive methods of behavior management to nurture each child's feeling of confidence, competence, and self direction
- Implements and uses "safe place" in a classroom setting concept

11) Professional Performance/Maintains Appropriate Dress

- Follows LMHS and departmental standards in daily dress

12) Professional Performance/Performs Daily Housekeeping

- Classroom and any assigned area is neat and orderly at end of shift
- Tables are washed following each activity
- Chairs, cots, and mats are washed quarterly with no reminders from supervisor
- Infection control guidelines are followed

13) Children Are Under Adult Supervision At All Times

- Keep classroom record of attendance
- Teachers know the exact number and name of each child under their direct supervision at all times
- Children are never left unattended, and always under the assigned teacher's direct supervision
- Accidents or concerns within the classroom are reported within one hour.

Resource Responsibility

1) Cost Savings/Waste Elimination

- Utilizes staff resources in an appropriate manner in order to maintain adult/child ratios throughout the Center.
- Notifies Supervisor on a timely basis when classroom is over/under ratio guidelines. Accreditation guidelines are to be followed unless otherwise informed by supervisor

2) Maintenance Requests

- Equipment is checked routinely for cracks, broken parts, damage & notifies supervisor of problem in writing
- Small fixes are handled internally

ACKNOWLEDGEMENT:

The statements and information contained in this document reflect the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the position. Responsibilities, standards and/or competency requirements are subject to change. Employees are expected to perform other duties as assigned when applicable.

I have received a copy of this job description and have been provided with an explanation of the contents and purpose and I fully understand my responsibilities in accomplishing these standards, expectations and objectives. I verify that I can perform the essential job functions/standards for this job with or without accommodation. This document does not constitute a contract of employment or any other type of contract, and Management reserves the right, in its sole discretion, to reassign job duties, change job assignments, or otherwise redefine the job standards/competencies of this or any other position.

Employee Signature

Date