



## CLASSROOM STAFF JOB DESCRIPTION

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### OVERVIEW

As a member of the classroom staff, you are expected to uphold many high standards. A positive attitude, a willingness to learn and grow, and a strong effort to build and maintain positive relationships with others are key indicators of a true professional. Each day you will make contact with many personalities; most interactions will be rewarding, but a limited few will be challenging for you. Viewing yourself as an integral part of a team, whether it be with parents or your co-workers, will help you build a cooperative and trusting relationship; this in turn, will positively benefit the children in your care.

### PRIMARY RESPONSIBILITIES

- Fulfill required hours of work and arrive on time. Ensure flexibility in daily schedule to meet the needs of the children, parents and staff.
- Build and maintain positive relationships with staff, parents and the children and be responsive to requests and comments.
- Prepare materials pertinent to developed curriculum.
- Attend orientation, conferences, staff meetings and professional development days.
- Meet all DHS requirements annually.
- Communicate with parents/guardians and Director to keep them aware of any concerns in the classroom.
- Dependability and true commitment to the social, emotional, physical, cognitive, and creative development of the children.
- Open, honest and amicable communication with the Director in carrying out classroom duties, particularly if problems should arise.
- Maintain an environment that is tolerant and respectful of child and family cultures, values and differences.
- Maintain classroom in accordance with Center policies.

- Ensure all safety and licensing regulations are upheld.
- Report evidence of suspected abuse/neglect to Iowa Department of Human Services.
- Follow all Center policies and procedures.
- Perform other duties as assigned from time to time by the Director or Board of Directors.
- Perform daily maintenance duties and ensure classroom is clean, clear of clutter and toys and materials are organized.
- Ensure health and sanitation procedures are being followed at all times (sanitizing and disinfecting).

### **MINIMUM QUALIFICATIONS**

- Must be able to meet and maintain certification through the Iowa Department of Human Services as a Child Care Director.
- Must be at least 18 years of age.
- Must have a high school diploma or passed a general education development test.
- Must have a knowledge of child development and a knowledge of acceptable health and safety practices.
- Must have an ability to adapt to the constantly changing emotional and physical care needs of children.
- Must be able to maintain a high degree of efficiency in changing from one task to another and establishing priorities.

### **MINIMUM PHYSICAL QUALIFICATIONS**

- This position is moderate stress job that requires good organization and communication skills. Must be able to perform several tasks at one time. This job requires the individual to be able to read, write and communicate with other staff and parents/guardians.
- Position requires constant lifting, twisting, stooping, bending, squatting, kneeling and reaching. Pushing and pulling may be required. Frequently exposed and subject to: changes in temperature and humidity, vapor, fumes, odors and infectious disease conditions.
- Must be able to routinely lift 30 pounds.
- Must be able to intermittently lift 50 pounds.