

TEACHER JOB DESCRIPTION

Responsible for consistently meeting Teacher responsibilities and supporting Director in meeting Tots Unlimited expectations. Teach, monitor, and supervise children. Instruct appropriate age groups utilizing the lesson plan and activities provided by the Lead Teacher. Maintain and foster positive and constructive interaction with children and parents. Ensure and assist in maintaining a safe and clean environment. Assist with other duties as needed: may include food preparation, van chauffeuring, answering the phone and responding to parent questions. Participate in special events and training.

EDUCATION / WORK EXPERIENCE REQUIREMENTS:

A teacher-caregiver is **18 years of age** or older and provides the licensee with written documentation of **one** of the following:

- ★ High school or high school equivalency diploma **and** six months of child care experience;
- ★ N.A.C., C.D.A., C.C.P., or C.P.C. credential; or
- ★ Associate or bachelor degree from an accredited college or university in the areas of early childhood, child development, or closely related field.
- ★ Minimum of 12 training hours.
- ★ 24 training hours to exceed standards.

ABILITIES AND SKILLS:

- ★ Work independently with minimal supervision
- ★ Flexible/adaptable to constant change
- ★ Strong tact and diplomacy; interacts with and works cooperatively with children, parents and Center Staff
- ★ Ability to plan work and implement age appropriate curriculum
- ★ Ability to communicate effectively orally and in writing

RESPONSIBILITIES AND DUTIES

- ★ Maintain constant supervision of children in care; attend to children in distress. Supervise all activities to ensure proper participation and safety.
- ★ Use appropriate positive guidance techniques with children.
- ★ Consistently strive to meet Teacher responsibilities and foster the education of the children. Provide identifiable activity routines for the children and facilitate activity “transitions”.
- ★ Ensure that the Tots Unlimited “**Commitment to Quality**” is maintained at all times.
- ★ Responsible for classroom management when Lead Teacher is not present.
- ★ Implement lesson plans and follow a daily schedule. Provide additional developmentally appropriate activities when needed.
- ★ Interact with the children in a friendly and supportive manner using children’s names with appropriate tone of voice.
- ★ Follow policy and procedures for all of the children’s activities and follow all regulatory agency standards.
- ★ Report to the Director any signs of illness, injury or abuse of children. Take appropriate action in any emergency situation.
- ★ Maintain sanitary conditions for self and children.
- ★ Recognize and respect appropriate parent/child confidentiality.
- ★ Interact with parents in positive, friendly manner and assist them.
- ★ Maintain accurate attendance records of children.
- ★ Set an example for children by using appropriate language, hygiene, social skills, etc.
- ★ Communicate with parents in a positive and professional manner.
- ★ Consistently and regularly attend work as scheduled.
- ★ Answer telephone; maintain files for parents and children; run errands; and other duties as assigned by the Director or the Lead Teacher.
- ★ Assist with facility clean-up and maintenance as assigned, both interior and exterior.
- ★ Attend scheduled Staff meetings, workshops, open houses and parent events as required.
- ★ Must obtain minimum number of training hours mandated by licensing requirements.