

Ladybug Child Care Center

Teacher - Job Description

A. Job Requirements

1. Education and training and adherence to all State Department of Human Services regulations.
2. Demonstrates communication skills and accurate math skills.

B. Personal Qualifications

1. Able to provide leadership.
2. Able to assist in planning and conducting effective programs to help parents.
3. Able to assist in planning and conducting effective child-oriented programs.
4. Knowledge of children's physical, emotional, and developmental patterns.
5. Highly demonstrated personal integrity, dependability, and flexibility.
6. Evidence of emotional maturity and stability.
7. Sensitivity to the individual and group needs of children and a joyful approach to working with children.

C. Function

To assume primary responsibility for the children in his/her care and to facilitate planned and spontaneous learning.

D. Duties and Responsibilities

1. Child Contact
 - a. Adjust own style of communicating to a child's receptive language level.
 - b. Use own body to convey messages to children.
 - c. Understand a child's experiential world, including fantasy.

- d. Anticipate a child's behavior and respond within the context of the child's stage of development.
- e. Immediately adjust own actions and procedures and alter classroom experiences to foster change in children.
- f. Understand motives for children's actions.
- g. Design and carry out planned learning experiences, which will affect maximum personal growth in each child. Must create experiences that meet the company's goals and concepts set for the children.
- h. Must be skilled in the act of teaching. Must be accurate in assessing and recording each child's progress.
- i. Relinquish own needs to those of the children.
- j. Share in food preparation and serving, as necessary.
- k. Interact with children and encourage their involvement in activities that expand their sense of reality.
- l. Use appropriate and positive discipline and train staff so that discipline is consistent. Set boundaries and expectations for the children that help them work towards self-control.
- m. Be aware of newly-enrolled children's needs and different stages of social skills. Be able to successfully draw the child into the group and convey expectations to each child.

2. Parent Contact

- a. Communicate freely with parents in evaluating the child's progress and in understanding the objectives parents have for their children.
- b. Communicate with the parents on a daily basis. Greet parents. Respond to concerns promptly. Communicate concerns to Management Team. Participate in parent conferences at least twice a year.
- c. Assist in planning and carrying out family events.
- d. Contribute articles to Center newsletter, including program content, special events, anecdotes, art work, and other pertinent information.

3. Curriculum

- a. Implement the Center's philosophy during curriculum planning and implementation, and through all parent/child contact.
- b. Suggest improvements in the curriculum and schedules.
- c. Prepare a warm and safe environment that is orderly, clean and appealing, and permits the child to grow and to explore.
- d. Change the environment regularly to keep it appealing and to continue to challenge the child.
- e. Develop daily activity or lesson plans, keep accurate attendance records, and make written observations on each child's development in preparation for parent conferences.

4. Building, Grounds, and Equipment Maintenance
 - a. Share in the general maintenance of the entire building and grounds, as directed by Administration and/or Department Managers.
 - b. Be responsible for educational resource materials and equipment within your department and classroom. Also, you are responsible for maintenance of your workspace.
 - c. Requisition new equipment and supplies; prepare materials needed in program.

5. Administrative/Supervisory
 - a. Possess thorough knowledge of the Center's philosophy and the ability to communicate it to the staff in your department and /or classroom.
 - b. Accurately record children's progress.
 - c. Work effectively as a member of a team. Develop a cooperative and supportive attitude within your classroom.
 - d. Serve as model for a child's parents, the assistant teachers and aides.
 - e. Direct and supervise subordinate staff in an open, non-threatening manner.
 - f. Direct activities of assistant teachers and/or aides within your classroom and/or department.
 - g. Be the person responsible for the Center in the absence of Administration and Department Managers when called upon to do so.
 - h. Be willing to assist when called upon by Administration or Department Managers to carry out special duties or assignments in line with your teaching duties.
 - i. Maintain accurate records in dealing with discipline issues of both children and of Assistant Teachers and/or Aides within your classroom.
 - j. Keep staff informed of program goals and developments with children, parents, Department Managers, and Administration.
 - k. Attend staff meetings. Integrate information from staff meetings and other educational opportunities into the daily routine of caring for children.
 - l. Be aware of state regulations that pertain to direct care for children and keep accurate documentation required by these regulations.

6. Financial
 - a. Refer all questions or concerns regarding client accounts to Administration.
 - b. Refer all questions regarding enrollments, vacations, and

withdrawals to Administration.

- c. Assist in controlling staff costs by combining groups when possible.

E. Reporting Relationships

1. Reports to Department Manager and to Administration.

F. Limits of Authority

1. May take action without informing Department Manager:
 - a. Assign and direct the work of the aide or assistant teacher within your classroom.
 - b. Prioritize the work of the aide or assistant teacher within your classroom.
 - c. Review the aide or assistant teacher's job performance as necessary within your classroom.
 - d. Add documentation to staff portfolios.
 - e. Conduct routine evaluations with your department manager on staff assigned to your department.
 - f. Use routine discipline with a child.
 - g. Discuss a child's activity with a parent.
 - h. Administer routine first aid.
 - i. Change scheduled daily activity.
 - j. Call a parent about a sick child.
2. May take action but must inform Department Manager:
 - a. Call substitutes as needed.
 - b. Call a department meeting.
 - c. Use routine discipline with aides and assistant teachers within your classroom.
 - d. Report suspected child abuse/neglect/maltreatment cases to Carver County Social Services and/or Chaska Police Department.
3. Must have Department Manager's prior approval:
 - a. Transition a child to another classroom.
 - b. Remove or terminate a staff person.
 - c. Take time off.
 - d. Change shift hours of staff.
 - e. Approach a parent about a non-routine problem with a child.