Job Description

CHILD CARE TEACHER

PACT for West Central Illinois

ESSENTIAL FUNCTIONS

1. Provides for a developmentally & culturally appropriate classroom environment

2. Develops, refines, and uses a wide repertoire of teaching strategies to enhance children’s learning and development


4. Ensures the health and safety of children during all program activities.

5. Plans and prepares weekly lesson plans.

6. Provides for classroom meal management according to all applicable rules and regulations.

7. Plans and completes screening and ongoing assessment on all children.

8. Prepares and submits required records and reports.

9. Serves as prime contact with families. Prepare daily and weekly child care reports for parents. Provides parent/teacher conference to discuss children’s individual growth and development.

10. Attends center team meetings and other training activities.

11. Assumes responsibility for the familiarity of and compliance with all relevant Department of Children and Family Services, Head Start Performance Standards, Child Care Workplans and Standard Operating Procedures.

12. Reports maintenance needs of the classroom and center to the Site Supervisor.

13. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Site Supervisor or Education Coordinator from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.
QUALIFICATIONS

Requires the ability to meet one of the three DCFS requirements for Child Care Director:

A) Must be 21 years of age or older, and
B) Sixty semester hours of credit from an accredited college or university with 18 semester or equivalent quarter hours in courses related directly to child care and/or child development from birth to age six; or
C) Two years (3120 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center, thirty semester hours of credits with 10 semester hours or equivalent quarter hours in courses directly related to child care and/or child development, and proof of enrollment in an accredited college or university until two years of college credit has been received. A total of 18 hours in courses related directly to child care and/or child development is required to be obtained within the total two years of college credits; or
D) Completion of the credentialing program of the CDA National Credentialing Award System with a current credential as a Child Development Associate, completion of 12 semester or equivalent quarter hours in courses related to child care and/or child development from birth to age six at an accredited college or university and 2 years (3120) clock hours child development experience in a nursery school, kindergarten or licensed day care center.

Requires the commitment to parents as educators of their own children.

Requires knowledge or prior experience in the principles of child health, safety and nutrition.

Requires knowledge of community resources and the skills to link families with appropriate agencies and services.

Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of staff, and submit required program materials according to agency timelines.

Requires the ability to meet all DCFS licensing requirements for employees including the skill and competence necessary to contribute to each child’s physical, intellectual, personal, emotional, and social development, the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment, and authorization for background and fingerprint check.
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Requires the ability to lift and carry program materials and supplies into offices, up to 30 lbs, or assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in the classroom and on field trips.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO: Site Supervisor
EMPLOYED: 35 to 40 hours per week, 52 weeks per year

SALARY:

OVERTIME STATUS: Non exempt

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