



<b>Job title</b>	<i>Child Care Teacher</i>
<b>Reports to</b>	<i>Director of Child Care</i>
<b>Fair Labor Standards Status</b>	<i>Non-exempt</i>

**Job purpose**

The Child Care Teacher is responsible for providing educational services to children within a classroom. In collaboration with the special education teacher and Therapists, the Child Care Teacher will address all areas of development, especially focusing on communication development, and base his/her treatment activities on the goals written by the parents and stated on the IFSP. The Child Care Teacher reports directly to the Director of Child Care.

**Working relationships**

- Agency Staff
- Volunteers
- Families
- Community Professionals
- General public

**Prime functions**

*Maintains a professional commitment to program excellence:*

- Maintain prompt hours and notifies supervisor of illness/absence.
- Monitors and appropriately utilizes earned time off.
- Attends and participates in department staff meetings.
- Meets State requirements for in-service training and continuing education.
- Is familiar with Licensing Rules and NAEYC Accreditation Criterion.
- Complies with Penfield Children's Center personnel policy.
- Is familiar with emergency procedures and is able to calmly apply them.
- Maintain a neat and orderly classroom including assisting with daily cleaning, disinfecting, laundry and general cleaning and repair of equipment.
- Provide direction and guidance to any volunteers assigned to the classroom.
- Maintain accurate records of daily attendance, accident logs, food counts, food intake, and medication and weight as needed.
- Maintain a professional representation of the classroom daily activities in the classroom portfolio for accreditation.

*Plan, implement, and evaluate developmentally appropriate practices for a group of young children:*

- Plan and implement activities, which enhance the physical, social, emotional and intellectual development of children.
- Promote language development and self-confidence through storytelling, drama, music and other daily activities.

- Develop and implement weekly lesson plans based on the children's interest and developmental levels as approved by the Child Care Director.
- Modify the environment, daily schedule and activities to meet the child's emotional and physical needs.
- Provide multiracial, nonsexist, no stereotyping pictures, dolls, books and materials.
- Supervise children's play, ensuring their physical safety at all times.
- Offer choices during large portions of the day, including small/large group activities, quiet/active play, indoor/outdoor play, fine/gross motor play.
- Conduct smooth transitions.
- Work in collaboration with Special Education Teachers, therapists and Service Coordinators in developing and implementing an individualized program for each child and their family.
- Assess children's progress on a quarterly basis that does not have a current IFSP or IEP.
- Position children in adaptive equipment.
- Gain new skills in medical and educational areas.
- Promote good nutritional habits including mealtime as a pleasant, social and learning experience for children.
- Sit with children during meals to serve as a good role model and encourage conversation.
- Properly provide bottle and G-tube feeding as necessary.
- Monitor health and respiratory condition and status of children.

*Maintain positive interactions among staff, families and children:*

- Treat staff, parents/families and children of all races, religions, family backgrounds and cultures with respect and consideration.
- Work with other staff members in a cooperative manner.
- Effectively communicate ideas, needs or concerns to other agency professionals.
- Willing to assist in other classrooms based on needs of the agency and department.
- Maintain on-going communication with parents/families through transportation services, telephone and/or notebook contacts.
- Provide support for parents/families regarding their frustrations, concerns and needs or refer them to the appropriate resource.
- Communicate with parents/families in regards to appropriate activities to conduct at home with their child.
- Inform parents/families of food consumption and other daily routines of the child.
- Use positive approaches to help children behave constructively including, but not limited to, redirection, planning ahead, consistent and clear rules, logical or natural consequences and problem-solving techniques.
- Interact frequently with children showing affection, interest and respect.

*Assist the agency as needed:*

- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity
- Encouraged to become a member of local/state/national organization that works to enhance quality of care for young children.

*Qualifications*

- 2-year/4-year degree in Early Childhood Education, CDA or a related field is required.
- Thorough knowledge of child development and developmental disabilities in children.
- Familiarity with design and implementation of early childhood curriculum.
- Experience working with children from birth to age six and/or children with developmental delays.
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral.
- Computer literacy required: efficiency in Microsoft office. Ability to learn new programs.

- High level of confidentiality and ethics.
- Ability to work well independently or as a member of a team.
- Ability to adapt to changes in work priorities.
- Ability to work a flexible schedule based on program needs.
- Proficiency in the use of specialized therapy equipment (including G-tubes, oxygen, bolsters, wheelchairs etc.).
- Ability to lift or move objects of 50 lbs. or less on a daily basis.
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan

**Performance criteria**

- Deepen our impact, expand education services through Early Head Start partnership
- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.
- Quality Improvements through Data Analytics, Implement electronic client records system

Penfield Children’s Center is an Equal Opportunity Employer.