



Job title	<i>Child Care Teacher</i>
Reports to	<i>Director of Child Care</i>
Fair Labor Standards Status	<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.