



**Childcare Teacher
JOB DESCRIPTION
Funded by Fees, Fundraising and Grants**

GENERAL REQUIREMENTS/RESPONSIBILITIES:

- Degree or experience in early childhood education;
- Assist in maintaining a safe, clean, and active child oriented environment;
- Assist in the planning and implementation of a developmentally appropriate early childhood program;
- Assist in child supervision in conjunction with Early Childhood Education Director and Center Manager;

PRINCIPAL DUTIES:

- Adhere to all Family Enrichment Center policies and procedures;
- Remain calm and in control in startling or difficult situations or emergencies;
- Report to duty on time and regularly;
- Participate in training and specialized workshops and staff meetings as required;
- Document and report all suspected cases of child abuse and/or neglect;
- Assist Director in making decisions on program needs (i.e. supplies, equipment, curriculum etc.)
- Maintain accurate, complete, and current records on families and children as needed (i.e. daily attendance sheets, fees, personnel activity sheets, etc.);
- Implement a program curriculum that is age appropriate, enjoyable, and one that allows for creativity and promotes learning and self-sufficiency (lesson plans, etc.);
- Responsible for the safety and whereabouts of all children in your care at all times;
- Relate materials to each child's developmental level and ability;
- Display a positive attitude in classroom management using a calm quiet tone of voice;
- Maintain classroom set up and clean up in preparation of group daily activities and federal food program (meal times);
- Responsible for the cleanliness and safety of common areas (i.e. kitchen, baths, etc.);
- Be an available resource for ideas and suggestions to families;
- Make recommendations for improvements in agency policy and/or practices.

I have read and understand the outlined job requirements. I understand the duties and responsibilities of my position. I understand that I am employed by the Family Enrichment Center, Inc. on an "at will" basis.

Employee Date

Assistant Director Date