



TEACHER JOB DESCRIPTION

Holy Family Daycare is a Christian early care program. Our mission is to educate children spiritually, morally and scholastically, physically and aesthetically.

JOB TITLE: Teacher
SUPERVISED BY: Director

JOB SUMMARY:

Responsible for understanding, planning, and implementing developmentally appropriate activities for children ages 0 - 12 years old. Responsible for overseeing the health and educational aspects of the center, including classroom staff and volunteers. Up to 40 hours per week, 12 month position. Additionally, must have knowledge of and support the Center's mission statement as well as the code of ethics for caring for young children. No overtime may be worked without prior authorization. Overtime must be approved in advance by the Daycare Director. Must comply with drug and alcohol free workplace policy, including tobacco use. Hiring subject to Finance Committee approval.

DUTIES AND RESPONSIBILITIES

1. Understand, plan and implement developmentally appropriate environment & activities for children ages 0 - 12 years of age.
2. Develop weekly lesson plans.
3. Monitor and guide all individuals participating in the classroom.
4. Maintain on-going assessments/screenings for each child.
5. Plan and implement individualized activities for each child according to their IEP/IFSP/MDT, if applicable.
6. Communicate with parents on a regular basis; maintain documentation of family contacts and daily child reports.
7. Complete required Parent/Teacher conferences for each child three times a year, or as needed.
8. Assist in on-going recruitment of children and volunteers.
9. Train volunteers.
10. Maintain staff-child ratios at all times as set forth by the HHS guidelines.
11. Maintain a clean and organized classroom.
12. May eat breakfast, lunch and/or snack with children to encourage good eating habits and positive mealtime experiences.
13. Complete required trainings as deemed necessary.
14. Perform other duties as deemed necessary.

QUALIFICATIONS

Education and Experience:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - b. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.
 - Previous experience with children ages 0 – 12 years preferred
 - Must be 19 years of age
 - Maintain current First Aid/CPR certification
 - Obtain at least 12 clock hours of in-service training in the area of child care or early childhood education each year.

Knowledge, Skills, and Abilities

- Able to act in a professional manner.
- Ability to promote parent involvement including Orientation.
- Able to maintain confidentiality for children, families, and center.
- Ability to submit accurate reports and paperwork, assigned by supervisor in a timely manner.
- Able to submit accurate timesheets in a timely manner to supervisor.
- Able to identify problems and communicate concerns to appropriate co-workers and director.
- Possess basic computer skills.
- Able to adhere to Nebraska Child Care Licensing Standards, Holy Family Daycare Parent Handbook, Code of Ethics, and Confidentiality Statement.
- Possess and utilize effective team management skills to ensure all program objectives are met.
- Ability to respond appropriately, both mentally and physically, to an emergency or a crisis situation.
- Daily kneeling, stooping, bending, and sitting on the floor, and occasionally lifting up to 50 pounds.
- Possess a valid driver's license and comply with Catholic Schools Insurance standards, if applicable.
- Able to comply with all background checks.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE