

Job Description for Kids' Corner Child Care Center
Infant, Toddler, Preschool and School Age Care

Lead Teacher: The person selected for this will be responsible for planning, supervision, and management of a class. This person must be a sensitive and mature individual who is able to relate well to children, adults, and employees. This person must have the personality and ability to provide leadership and stability for program continuity. This individual must also possess evidence of sufficient security and judgement to handle crisis situations and to use supervision constructively. Must be willing to fulfill responsibilities in accordance with the center's policies and philosophies.

Purpose: To provide a warm and nurturing environment in which a child can grow physically, emotionally, and intellectually.

Job Requirements:

Education: This person selected for this position must be 18 years of age and meet the licensing requirements set forth by the Department of Human Services with at least 24 qualifying college credits.

Experience: 4,160 hours of verified experience in Early Childhood/Child Development/Family Development programs.

Qualifications: To perform this job successfully, individuals must be able to perform each essential duty/expectation satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Be present for 8 hours per day, with a minimum of 4 days per week
- Ability to maintain confidentiality
- Excellent oral and written communication and presentation skills
- Demonstrated capability to interface and maintain effective relationships with administration and staff in a team-oriented environment
- Capacity to assume responsibility for own professional development
- Detail oriented, logical, and methodological approach to problem solving
- Flexible with the ability to work in a high demanding stressful environment
- Ability to cooperate successfully as a member of a team
- Ability to communicate effectively with others including giving and receiving feedback respectfully on the quality of service
- While performing the duties of the job the employee is regularly required to talk, hear, and see
- The employee is frequently required to stand, walk, sit; use hand to handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl
- The employee must occasionally lift and/or move up to 50 pounds
- Transportation time spent commuting between sites for meetings, trainings and in-service

Duties and Responsibilities:

- Plan, supervise, and implement the daily program for a classroom in accordance with the policies, philosophy, and procedures of the center
- Have clear, planned lessons (prepped two weeks in advance) readily available to all staff if needed
- Utilize appropriate language, interactions, and positive discipline
- Support volunteers, supportive staff, and foster grandparents with the learning of classroom requirements
- Delegate duties as necessary and give constant feedback to support staff to facilitate professional growth
- Observe, record, and report significant individual and group behavior daily
- Model positive behavior
- Continuously monitor children to always ensure safety and report child abuse and neglect when necessary
- Help to meet the needs of the individual child
- Help with the organization, appearance and learning environment of the center
- Assume an equal share of cleaning, sanitizing, and disinfecting of all surfaces, toys, and equipment; housekeeping tasks; and diapering
- Attend all staff meetings as required and achieve yearly continuing education credits
- Assist in public relations events sponsored by the center
- At times may be required to work more than 40 hours per week to perform the essential duties of the position
- Responsible for implementing and planning classroom schedule
- Implement and record children's progress for conferences and conduct on a bi-annual basis

- Assist office personnel in maintaining staff to child ratios
- Establish positive relationships with parents
- Ability to plan and schedule the work of others
- May be required to work in multiple classrooms if necessary