



Division of Human Resources

JOB DESCRIPTION

Job Title:	Childcare Provider	Wage/Hour Status:	Non-Exempt
Reports to:	Childcare Center Director	Pay Grade:	P1
Dept./School:	Campus Childcare Center	Date Revised:	June 4, 2008

Primary Purpose:

The teacher's primary function is to provide a safe, healthy, stimulating learning environment where each child can grow and learn in a warm, accepting place. In addition to being concerned about the child's physical emotional, intellectual, and social self, the teacher will establish a relationship with the child's parent(s) that will lead to a mutual sharing of support and concern for the child. To begin to meet the needs in each of these areas, the following guidelines have been set.

Qualifications:

Education/Certification:

High school diploma or equivalent.

Special Knowledge/Skills:

Competency in working with children.

Must be able to assume all classroom responsibilities.

Must be able to nurture children and implement age-appropriate activities for them.

Must be able to take initiative.

Must be able to interact with parents in a professional manner.

Must be able to take direction and work cooperatively with other teachers.

Must be able to supervise a group of children while attending to the immediate needs of one child.

Experience

Some experience working in childcare.

One year experience preferred

Major Responsibilities and Duties:

Professional

1. Keep all knowledge of the staff, children and their families confidential.
2. Be prompt and consistent in attendance.
3. Follow guidelines for requesting a substitute and asking for time off.
4. Assist with classroom records as needed.
5. Cooperate and work as a team in the workplace by assisting others as time allows.
6. Develop trusting relationships with parents to exchange home and center information on both a formal and informal basis.
7. Dress in a neat, professional manner that will allow for the freedom to interact with the children as needed. Adhere to the appropriate dress policy.
8. Work in a cooperative and professional manner with other staff and parents.
9. Reflect the philosophy of the school to parents, new staff and the community.
10. Attend all staff meetings and parent programs.
11. Participate in training and continuing education programs, documenting at least 15 hours per year.
12. Report changes of address or phone numbers for the children's file's to the Director.
13. Know and follow the Minimum Standards set by the Texas Department of Family and Protective Services.

14. Know and follow the policies in your centers and the District Parent Policy Handbook.
15. Demonstrate flexibility and a willingness to further develop skills and to complete other tasks as assigned.
16. Abide by Hays CISD personnel policies.

Health and Safety

17. Know the number of children in attendance at all times.
18. Maintain child/staff ratios at all times.
19. Never leave children unattended.
20. Assist in and perform a health check when necessary. Enforce health policy.
21. Know standard first aid procedures and CPR.
22. Supervise children carefully at all times.
23. Report illnesses and accidents to the Director immediately.
24. Document illnesses and accidents on the appropriate form and give a copy to the Director to keep in the child's file in the office and give a copy to the parents.
25. Document any injury the child comes to school with on an incident report form.
26. Administer medications as directed by parents and document carefully.
27. Report all cases of suspected child abuse in writing to the Director.
28. Keep room and play areas neat and safe for the children and staff.
29. Report needed equipment and supplies in writing and turn it in to the Director.
30. Follow necessary sanitation procedures in diapering areas, bathrooms, and at mealtimes.
31. Follow disinfecting procedures when cleaning the toys and classroom.
32. Establish a relaxed mealtime atmosphere. Model good eating attitudes. Sit with children while eating. Hold infants while being fed and use this time for socialization and interaction.
33. Assure that children are dressed appropriately for existing temperature.

Guidance Techniques

34. Greet and welcome each child every day.
35. Encourage children to gain independence and self-confidence by making choices in the classroom environment.
36. Talk to the children on their level-use a low chair or bend down to be on their level.
37. Use a low, calm voice when interacting with the children.
38. Set clearly defined age appropriate limits.
39. Use positive statements.
40. Handle discipline in a positive productive manner.
41. Redirect unacceptable behavior and offer children choices.
42. Recognize children's feelings.
43. Help children learn to express their feelings and respect others.
44. Reward positive behavior.
45. Show respect for each child.
46. Follow through after correcting behaviors.
47. Establish a predictable routine for the day.
48. Identify children with special needs and make recommendations to the director to refer child/parents to community resources.
49. Follow the Discipline and Guidance policies set by the Texas Department of Family and Protective Services.

Curriculum

50. Follow through with the activities on the lesson plans.
51. Interact with children to develop and maintain a relationship which meets the child's physical and emotional needs and enhances his social and intellectual development.
52. Have a balance of quiet play and active play as well as child-directed and teacher-directed activities.
53. Interact with the children to extend their learning.
54. Teach the children to be responsible for the care of materials and equipment.
55. Assist the lead teacher in planning what will be needed to implement a planned activity: materials, room arrangement, number of children, rules, clean up procedure, etc.

Room Responsibilities

56. Keep the room neat, clean and orderly, periodically cleaning storage cabinets and cubbies, arranging for needed repairs, dusting shelves, wiping off walls, furniture, etc.
57. Return supplies and equipment in good order.
58. Share in responsibilities for cleaning storage areas, playgrounds, classrooms and bathrooms.
59. Follow your classroom cleaning schedule.
60. Wash toys daily in infant and young toddler rooms and as needed in older classrooms.

- 61. Observe children and check environment to ensure health and safety of children.
- 62. Decorate the room in a non-cluttered, colorful manner.
- 63. Keep teacher's supplies, medicines, cleaning materials in labeled areas and out of children's reach.
- 64. Help prepare the learning environment, setting up interest centers, and preparing needed materials and supplies.
- 65. Cover in other rooms if needed.
- 66. Assume responsibility for the total functioning of the group in the absence of the lead teacher.
- 67. Other responsibilities and duties as assigned by the Director/Assistant Director.

Working with Parents

- 68. Have a positive, respectful attitude towards parents.
- 69. Approach communication with families and the community with the intent to preserve relationships.

Supervisory Responsibilities:

None

Equipment Used:

Children's equipment and toys.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Must be able to work and sit on the floor, in child size chairs and with child size equipment. Must be able to properly lift and children up to at least 35 pounds. Must be able to stoop, getting on the children's level, and move quickly enough to protect children. Must be able to walk, kneel, sit, stand and squat at a child's level. Must be able to see, hear and speak with children.