

POSITION TITLE: **Teacher**

PROGRAM: **Way to Grow/ Montauk Child Care Center/ Family Court Nursery**

REPORTS TO: **Center Director**

Major Responsibility:

The Teacher helps plan and implement the daily program for children, supervises the class, helps with meals and safety, and assists in maintaining a clean and orderly room and Center. May be assisted in the classroom by an Assistant Teacher.

Essential Functions:

- Assists in planning and implementing the daily program for children, including the following:
 - Treats each child with dignity and respect.
 - Recognizes and considers the individual needs of each child.
 - Helps children learn to think creatively, solve problems independently, and respect themselves and others.
- Works to prevent injuries and accidents and handles them appropriately if they occur.
- Supervises the classroom.
- Attends all staff training sessions, meetings, and programs sponsored by the Center, as required.
- Helps prepare meals and snacks, feeds children, and model table manners at family-style meals.
- Teachers share the responsibility of maintaining a clean, orderly classroom and Center.
- Maintains strict confidentiality regarding children and families.
- Performs other related duties as requested by the Center Director.
- Reports problems, injuries, and hazards promptly to the Center Director.

Reporting Relationships:

- Reports to assigned classroom Center Director and Assistant Director.

Mental and Physical Requirements:

- Frequently moves or lifts average weight, as in lifting, carrying, and holding children and infants. Because of the necessity to maintain the staff/child ratio, each Teacher must meet the complete lifting requirements of up to 60 pounds.
- Occasionally lifts or moves an average weight of up to 60 pounds in awkward or difficult positions (such as to prevent an accidental injury to a child).
- Rarely lifts weights heavier than 60 pounds, usually only in emergencies. Some children, equipment, or supplies may weigh more than 60 pounds.
- Physically and mentally reacts appropriately and immediately to unexpected circumstances.
- Able to stoop and bend to interact on a child's level throughout the day.

I have read and understand job description.

Employee Print Name :

Employee Signature Required

Section 2

Date:

POSITION TITLE: TeacherPROGRAM: Way to Grow/ Montauk Child Care Center/ Family Court NurseryREPORTS TO: Center Director**Mental and Physical Requirements (Continued):**

- Able to interact and communicate with children on the playground/classroom, i.e. run, jump, dance, and demonstrate physical exercises.
- You are required to stand up to 95% of the workday.
- Uses proper lifting procedures and seeks appropriate assistance with heavy lifting when possible.

Qualifications:

- **Meet state licensing requirements for education, experience, and age.**

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| Head of Group for preschoolers | Associate's degree in Early Childhood, Child Development, or a related field | AND | No additional experience is necessary |
| OR | | | |
| | Child Development Associate credential, or nine college credits in Early Childhood, Child Development, or a related field, with a plan leading to a Child Development Associate credential | AND | Two years of experience related to caring for children |
| Head of Group for infants/toddlers | (In addition to the above, one year of specific training and/or experience in infant or toddler care, which may be demonstrated by obtaining an Infant Toddler Child Care credential) | | |
| Head of Group for school-aged children | Associate's degree in Child Development, recreation, or a related field | AND | No additional experience required |
| | OR | | |
| | High School Diploma or its equivalent | AND | Two years of direct experience working with children under 13 years of age |

Category:**Non- Exempt**

I have read and understand job description.

Employee Print Name :

Employee Signature Required

Section 2

Date: