

**KIDDIE KAMPUS PRESCHOOL & DAYCARE**  
**Job Description**

**JOB TITLE:** Certified Child Care Teacher

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DEPARTMENT:	Preschool – 1760
SUPERVISOR:	Preschool Director/Administrator
EMPLOYEE NAME:	
DATE:	February 21, 2012
PREPARED BY:	Layna Steuerwald

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**SUMMARY:** A child care worker who plans, implements and supervises the daily activities for a designated group of children and meets the qualifications under s. HFS 46.05 (1) (d).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Lead Teacher

- Plans a program of study that, insofar as possible, meets the individual needs, interests, and abilities of the students.
- Follows a classroom schedule, with few exceptions, so that consistency is maintained.
- Prepares for classes assigned and turns in written evidence of preparation to the preschool office on Mondays.
- Maintains a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Encourages students to set and maintain appropriate standards of classroom behavior.
- Guides the learning process toward the achievement of curriculum goals and, to that end, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students.
- Employs a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Implements by instruction and action the preschool's philosophy of education and instructional goals and objectives.
- Adheres to the policies, regulations and procedures of the preschool.
- Assesses the accomplishments of students on a regular basis and communicates those accomplishments with parents as needed.
- Gives parent/teacher conferences opportunities twice a year (May and October).
- Works cooperatively with other school personnel in the identification, diagnosis, and remediation of individual students with specialized needs.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attends workshops, training sessions, etc. to satisfy continuing education requirements.

- Maintains accurate, complete, and current records as required by law, preschool policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct
- Attends staff meetings.
- Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.

## **KIDDIE KAMPUS PRESCHOOL**

### **Certified Child Care Teacher Responsibilities**

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- **Daily**
  - Implements daily lesson plans
  - Maintains a classroom environment that is neat and conducive to learning
  - Maintains the staff work areas by following the organization procedure for the Storage Room and making sure items used are placed back where they belong.
  - Encourages children to follow classroom rules and to develop positive social skills.
  - Maintains a current attendance record of children, so that the teacher is aware of the number of students in her class at all times.
  - Fills out the proper forms on accidents or medications, as needed. Also, record each incident in the log book.
- **Weekly**
  - Plans and submits lesson plans to preschool office by Friday
  - Communicates with parents either by written or verbal notice
- **Monthly**
  - Attends staff meetings
  - Submits a paragraph of classroom events for the monthly newsletter
  - Attends continuing education workshops, classes, etc., as needed.
- **Quarterly**
  - Helps plan and participate in special parent events
- **Semester**
  - Develops student evaluations and discuss student strengths/weaknesses at parent/teacher conferences in May and October
- **Yearly**
  - Meets with the director for a performance appraisal

**SUPERVISORY RESPONSIBILITIES:** Directly supervises the assistant teacher and students in their classroom.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 the essential functions.

EDUCATION AND/OR EXPERIENCE

Minimum educational requirements: 2 credit/non-credit courses in early childhood education, **or** 2 years credit from an institution of higher education with 3 credits in early childhood education. Bachelor or Associates Degree in Education preferred.

Experience of 80 working days full time or 120 working days half time in a licensed center or elementary school program.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be capable of lifting a child up to 50 pounds.

The employee must be able to squat down to child's eye level.

The employee must be able to lead movement activities with children (includes stretching, twisting, bending, jumping, clapping, etc.)

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Signature

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Date