

St. John's Lutheran Preschool

Title: Child Care Teacher

Work Schedule: Part time

Job summary: The child care teacher will plan and implement a daily program designed to meet and enhance the developmental, physical, emotional and social needs of a group of children. He/she will effectively supervise children assigned to his/her care, be sensitive to the needs of individual children and relate well to both children and adults. He/she will do his/her part to maintain an environment that reflects Christian attributes, values, attitudes and behaviors.

Duties and responsibilities:

- will plan and implement a daily program that incorporates developmentally appropriate experiences for a group of preschool children [this to be done in cooperation with the other child care teacher on staff]
- will provide care and protection for children assigned to his/her care
- will consider and provide for the needs of the individual child in relationship to his/her cultural and socioeconomic background, emotional or physical handicaps, as well as individual style and pace of learning
- will respect the dignity and basic rights of each child equally
- will help children learn to adapt to and cope with real life situations, and develop appropriate self help skills such as eating and personal hygiene
- will make daily observations of the health of each child, reporting conditions which require attention or documentation
- will contact a parent of any child who does not arrive within the first fifteen minutes of class, [unless there has been communication with a staff member, stating that said child would be absent]
- will administer first aid as indicated
- will supervise and encourage the development of assistant teachers
- will work cooperatively with the program director in evaluation of assistants two times per year
- will assure that equipment and materials are accessible, appropriate and in good condition [reporting any problems to the program director]
- will attend nine monthly staff meetings per school year
- will abide by the following work schedule: 7:00 – noon on Monday through Friday
- will comply with all components of the program's personnel policy
- will assist in planning, implement and attend two Christmas activity nights per year
- will assist in planning, implement and attend two graduation programs per year
- will attend two parent orientation evenings prior to the start of the school year
- will work prior to parent orientation (20 hours paid) to clean classroom toys and set up his/her classroom, preparing such items as bulletin board displays, charts, etc. to present an attractive and welcoming atmosphere
- will prepare required child progress reports twice yearly and hold individual parent/teacher conferences with those parents who sign up for them [some conferences to be offered and held after preschool classes are dismissed, and some conferences to be offered and held in the evening hours] to accommodate all parents
- will perform related duties as assigned by the program director
- will obtain fifteen hours of continuing education per year, to be documented in his/her employee file

- will acquire and submit all required staff records by the deadline that is presented to him/her [including, but not limited to: the DCF staff record, background information disclosure form (to be submitted yearly), a physical examination report, a certificate from The Registry, documentation of orientation and continuing education that has been completed]

Job qualifications:

- a child care teacher shall be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction
- shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting
- prior to assuming the position, a person hired to be a child care teacher shall be qualified as outlined in DCF 251.05 [see page 14 of the Wisconsin licensing rule book]