

COMMUNITY UNITED HEAD START & DAY CARE, INC.

JOB DESCRIPTION

JOB TITLE: Teacher
RESPONSIBLE TO: Supervising Teacher

GENERAL RESPONSIBILITIES:

Responsible for preparing and carrying out day-to-day activities and operations for the classroom/center.

ESSENTIAL FUNCTIONS:

1. Prepares written daily lesson plans designed to meet the individual differences and needs of participating children, children with special needs, and needs of educational priorities for populations served including observing holidays and special occasions.
2. Set up learning centers and maintain a safe, healthy and thought-provoking atmosphere for both indoor and outdoor.
3. Records on-going observations of children daily or as needed.
4. Assess children within six (6) weeks of arrival in center i.Denver/Checklist.
5. Use Galileo for ongoing assessment of children's progress to measure outcomes. Will use the results to develop child's IP.
6. Provide daily hygiene routine such as: brushing teeth, washing hands, and instructing children on proper procedures of using facial tissues and encouraging good eating habits.
7. Maintains staff center personnel files with proper forms needed such as; First Aid, Communicable Disease, Child Abuse, three (3) references, Conviction Statement, In-service Training Certificates, Verification of Residency, and all other forms as needed.
8. Monitor children for signs of illness or distress when greeting on arrival.
9. Responsible for scheduling and having at least one (1) fire drill and/or Tornado drill per month.
10. Aware of child's comfort and caring for as needed. (Example; wet, soiled, hungry, sleepy cold).

TEACHER
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11. Attend two (2) parent meetings per month and demonstrate classroom activities once per month (rotation basis).
12. Encourage and orientate parent/community classroom volunteers in order to maintain child/adult ratio and get volunteers for release time when needed.
13. Prepare children for health screening.
14. Assist in supervising and training Special Needs Aides.
15. Record inventory once per year upon request.
16. Willing and able to give demonstration lessons.
17. Perform other related duties as assigned by Supervisor.

QUALIFICATIONS

High School Diploma or GED; A.S. in Early Childhood Education or Child Development preferred; three (3) years experience in childcare field. Reliable transportation with valid Ohio Driver's License and be insurable. State and Federal Criminal Background check that is accepted under Senate Bill 38; satisfactory drug test and medical examination. Computer skills are necessary.

SALARY RANGE - \$24,512.00 – 32,848.00

CLASSIFICATION: EXEMPT

BENEFITS: Health Insurance, Paid Time-Off, Holiday Pay, Sick-Pay, Short-Term Disability, 401(k)/Retirement and Life Insurance.

SCHEDULE: Twelve (12) months

DATE COMPLETED: June 1, 2008

DATE TO BE REVIEWED: June 1, 2009

SIGNATURE: _____

