



CELEBRATION
CHILDCARE CENTER

JOB DESCRIPTION

TEACHER

9555-1 R G SKINNER PKWY, JACKSONVILLE, FL 32256

PRIMARY PURPOSE

Provide a safe and nurturing environment for children that encourages their social, emotional, physical and intellectual development. Design and implement developmentally appropriate curriculum. Incorporate Celebration Church's mission, culture, goals, values, philosophies, policies, and development of an inclusive environment. Review important decisions with his/her supervisor, and maintain positive relationships with parents/guardians, children and coworkers. Ensure safety and supervision of children at all times by meeting the physical demands of the position.

MAJOR FUNCTION & RESPONSIBILITIES

INTERACTIONS/CAREGIVING:

- Interact frequently, affectionately, and respectfully by smiling, touching, and holding children. Speak in a friendly, calm, soft, courteous manner within close proximity of the child.
- Respect and observe children's interests. Intervene when needed to maintain safety. Enhance children's play with language, toys and activities.
- Communicate directly with each child at the child's level.
- Engage and communicate constructively with individual children during activities and routines. Take every opportunity to positively extend children's thinking and actions.

- Be available and responsive to children's needs, questions, and requests.
- Encourage and model social behavior and expectations which are developmentally appropriate.
- Acknowledge feelings with sensitivity and demonstrate appropriate expression of emotions.
- Practice positive discipline techniques in guiding children's behavior according to the guidelines for Positive Discipline.
- Be attentive, flexible and supportive of children and their families during transitions to and from classrooms.

CURRICULUM:

- Implement a developmentally appropriate curriculum which reflects observations and assessments of individual children and goals jointly developed with parents/guardians.
- Design an environment which responds to children's individual developmental levels, physical and emotional needs and current interests.
- Provide a variety of developmentally appropriate materials and activities which foster social skills and encourage children to think, problem solve, question, and experiment.
- Foster positive self-concept by supporting individuality, independence, and the ability to make choices.
- Encourage creative expression.
- Plan a daily schedule which provides a balance of activities: quiet/active, indoor/outdoor, fine/gross motor, etc.
- Plan and implement child-oriented, self-initiated activities while limiting large group, staff-initiated activities.
- Provide more than one option for group activity and maintain flexibility in changing planned activities, according to children's interests.
- Create documentation of children's accomplishments through anecdotal notes, documentation panels and/or portfolios.

PARENT – TEACHER COMMUNICATION:

- Acknowledge parents/guardians and all classroom visitors. Demonstrate a friendly, courteous and professional demeanor.
- Respond to parent/guardian comments and concerns with sensitivity, interest, and respect. Maintain confidentiality.
- Establish and maintain a primary caregiving relationship with individual children and their families which includes initial meeting with families during orientation period.
- Invite input from parents/guardians regarding their child's development and care.
- Communicate verbally and in writing with parents/guardians daily regarding the development and specific activities of the children in their primary care.
- Plan and facilitate in regular parent/guardian conferences to discuss orientation, transitions, and developmental goals for their child based on appropriate assessment tools.

HEALTH & SAFETY:

- Maintain and follow all safety and health rules of the location.
- Supervise children at all times. Demonstrate awareness of entire group whether working with a small group or individuals.
- Know the number of children in your group and maintain ratios at all times.
- Maintain accurate attendance records throughout the day.
- Complete appropriate paperwork (i.e., accidents, medication, and allergies).
- Encourage children to utilize appropriate health, safety and nutritional practices.
- Keep the environment and equipment safe, clean, and attractive.
- Encourage respect for classroom materials. Notify designated individual in advance when supplies are needed.

- Arrange space in clearly defined, well organized activity areas.
- Organize a variety of materials on low, open shelves for children to use independently.

PROFESSIONALISM:

- Maintain confidentiality about issues concerning other staff members, children and families or management. Must not involve parents/guardians in location concerns.
- Demonstrate knowledge of ages and stages of development. Understand the general areas of physical, social, cognitive and emotional development for this age group.
- Support organizational mission, philosophies, values, goals, and policies to parents/guardians, coworkers, and community.
- Ensure continuity of care for children by reporting to work on time and maintaining consistent attendance, arranging and communicating leave requests in advance.
- Respect and adhere to staffing schedules which may be adjusted as program needs change and may include working in another classroom.
- Demonstrate flexibility and openness to new ideas in child care practices.
- Attend staff meetings and training sessions
- Continue professional growth by attending courses, asking for feedback, and reading professional literature.
- Receive constructive criticism with an attitude that indicates a willingness to improve. Give feedback in a respectful manner.

TEAMWORK:

- Establish and maintain a relationship of cooperation and respect with coworkers.
- Assume a fair share of work. Look for ways to be helpful. Demonstrate initiative.
- Assume additional classroom and location responsibilities as needed: kitchen, pets, children's files, etc.

- Offer and share ideas and materials with coworkers.
- Participate actively in teaching team through communication, collaboration, and curriculum planning.
- Communicate directly, work to resolve conflicts quickly, and avoid gossip.
- Exercise care in expressing views regarding the personal attributes or professional conduct of coworkers. Statements are based on first-hand knowledge and relevant to the interests of children and programs.

PHYSICAL DEMANDS:

- Frequently lift, move, or hold children with a range of weight from 10 to 40 pounds. (Occasionally lift, move, or hold weight more than 40 pounds).
- Supervise and interact daily with children outdoors for extended periods in varied weather conditions.
- Demonstrate full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
- Respond immediately and appropriately to multiple or unexpected situations or emergencies.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements.

REQUIREMENTS

EDUCATION:

- Must meet state requirements for Teacher
- High School diploma/GED required. Related college-level course work or CDA course work preferred. CDA or working towards an Associate's or Bachelor's degree is preferred. If not currently in possession of CDA or higher, it will be required to complete within 1st year of employment

EXPERIENCE:

- Must meet state experience requirements for Teacher; 12 months of professional teaching experience preferred.
- Demonstrated knowledge of developmentally appropriate curriculum practice.

MUST HAVE PRIOR APPROVAL FROM SUPERVISOR TO:

- Take time off from scheduled work hours/days or alter schedule
- Release a child to someone other than a known parent/authorized pick up
- Discuss behavior or developmental concerns with a parent/guardian
- Contact a parent/guardian regarding a child's temperature or illness
- Administer medication (in compliance with state requirements)
- Seek outside support services for individual children
- Transition a child into another classroom

MAY TAKE ACTION, BUT MUST INFORM DIRECTOR WHEN YOU:

- Care for a child with a significant injury
- Acknowledge and listen to a parent/guardian concern
- File an abuse and neglect complaint
- Record an unusual incident

STIPULATIONS:

- Every employee is a representative of Celebration Child Care Center and agrees to adhere to the Celebration Child Care Center Statement of Faith and Standards of Conduct.