



ESSENTIAL DUTIES & RESPONSIBILITIES

- Develops, weekly plans, and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Prepare developmental progress reports as needed.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Exchange information and serve as a member of a multi-disciplinary intervention/prevention team.
- Completes child transition and orientation of the classroom with parents.
- Maintain ongoing, open communication with parents/ caregivers.
- Provide a classroom environment that encourages parent participation.
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests.
- Liaison with children's families to ensure smooth transition from home to child care setting and transitions from classroom to classroom when needed.
- Assist families with children's transitions from toddler to preschool
- Maintain accurate, complete and timely client and agency records If needed.
- Maintains up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes daily health checks regarding hygiene, safety, and overall wellbeing of the children.
- Assures a healthy, safe, clean and developmentally appropriate environment for children.
- Assist with functioning and monitoring of nutrition and food service.
- Assist with the supervision of staff and volunteers for child care setting.
- Conducts supervision on a weekly basis with Associate Teachers and Assistant Teachers.
- Ensures that the Associate Teacher and Assistant Teachers are kept updated in all matters concerning the classroom and program, i.e. Lead Teacher Meetings, lesson plans, policies & procedures, training received.
- Completes yearly/quarterly performance evaluations of students
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.



- Participate in on-going in-service and educational development opportunities provided by the Agency.
- Participate in ongoing development and evaluation of center's goals and objectives.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Staff must believe in and act in accordance with preschools program mission.

▪ **EDUCATION**

- 12-24 semester units in Child Development or Early Childhood Education including core courses in Child/Human Growth and Development; Child, Family and Community and Program/Curriculum.
- Child Development Permit (must keep valid and updated at all times).
- At least 12 years of teaching experience.

▪ **SKILLS & ABILITIES**

- Early Child Development knowledge and experience.
- Knowledge in desired Results, developmentally appropriate practices.
- Knowledge of State Subsidized Program Requirements for Center Programs.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
- Ability to use the computer to input developmental data.
- Ability to effectively plan, organize and implement educational activities. Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.



General Requirements,

- Live scan finger printing [LIC 9163 - Request for Live Scan Services](#)
- Mandated reporter training [Child Abuse Mandated Reporter Training](#)
- Immunizations – Dtap, MMr, Flu vaccine (only flu vaccine can be opted out)
- TB test no more than 2 years old.
- LIC 9108 Link : [LIC 9108](#)
- Lic 503 Link : [LIC 503 Health Screening Report - Facility Personnel](#)
- Lic 501 link: [LIC 501 Personnel Record](#)
- Lic 508 Link: [LIC 508 7 15.PDF](#)
- Transcripts of units – Original/ official copy
- Lic 9052 Link: [LIC 9052](#)
- First aide cpr for fully qualified teachers only.