

**TFI COMMUNITY CHILD CARE  
JOB DESCRIPTION**

**JOB TITLE: Teacher**

**EXEMPT:** No  
**DEPARTMENT:** JCCCC  
**REPORTS TO:** Program Administrator

**PREPARED BY:** VP of Admin/CAO                      **DATE:** 02-01-07  
**APPROVED BY:** Executive Team                      **DATE:** 02-28-07

**I. POSITION PURPOSE**

Provide daily care and supervision of children in assigned rooms. Communicates regularly with parents regarding the child's daily activities. Develops weekly scheduled activities in the areas of small and large motor skills, creative expression, intellectual growth, self-expression and communication, social interaction skills, self-esteem and positive self image.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for providing the daily care and supervision of children in the assigned room.

Ensures children are safe.

Ensures room is well maintained.

Ensures children are clean and assists children with regular hygiene, toilet training and diapering.

Model for children appropriate and polite communication.

Interacting positively with children in a nurturing manner.

Structures/organizes the room to ensure free movement and flow for all children.

Develop weekly scheduled activities that are developmentally and age appropriate based on the age group.

Ensures daily small and large motor skills are scheduled.

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Ensures individual and group play is available.

Ensures children are allowed to develop creativity and self expression through activities.

Ensures children are being stimulated and encouraged to learn.

Ensures children have adequate rest/nap time

Accomplishes evaluations initially and ongoing of each child's physical, emotional and intellectual growth and ability.

Follows all Agency policies and procedures in regards to discipline policies, reporting abuse/neglect as a mandated reporter, potty training and supervision of children.

Has regular communication with child's parents regarding progress, concerns or questions.

Reports verbally and in writing detailing incidents of any injury or accident occurring at the center.

Obtains a minimum of ten hours of approved in-service training.

Attends and participates in staff meetings or events planned by the center for parents and/or children, as requested.

Follows all KDH&E regulations in regard to child care centers.

Completes documentation and forwards reports containing descriptive, analytical and evaluative content.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes and practices teamwork in all activities.

**SUPERVISION:**

No direct supervisory responsibilities.

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**III. EDUCATION, EXPERIENCE AND OTHER 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:**

Option 1: Six months teaching experience in licensed facility with children of the same age as enrolled in the center.

Option 2: Five sessions of observation, for not less than 2.5 consecutive hours, in licensed facility with children of the same age as enrolled in the center. And ten hours of workshops approved by the state for licensing staff.

Option 3: Minimum of three college semester hours of academic credit or equivalent training in child development, early childhood education & training. Supervised observation in high school or college or three months work experience with children of the same age as enrolled in the facility.

Option 4: A child development associate credential.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from clients or regulatory agencies. Ability to effectively present information to clients, parents, and public groups.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, set measurable outcomes, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions

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in mathematical or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**IV. 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.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel. The employee is required to be able to safely operate a motor vehicle and be able to obtain a license therefore.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Daily care and supervision of children assigned to the room.

Ensures children are safe, happy and secure within their environment.

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Ensures parents are regularly informed of the child's daily activities.

Ensures the environment of the room is age appropriate and clean.

Ensures children are at, or exceeding, the average stages of development (cognitive, motor, and social).