



**BOYS & GIRLS CLUBS
OF AMERICA**

Hernando County, Inc.

POSITION DESCRIPTION

Title: Child Care Teacher

Performance

Profile Source: Child Care Professional

Department: Programs

Reports to: Unit Director

Primary Function:

The child care teacher will be responsible for planning, evaluating and implementing a program to care for young children. They must ensure the development and safety of these children in accordance with relevant federal and state legislation and policies. The child care teacher will be respectful of children and parents, and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place children at risk.

Key Roles (Essential Job Responsibilities):

1. Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
2. Perform duties as planned under the leadership of the Boys & Girls Club of Hernando
3. Assist in the screening and preparation of children to fully participate in program services
4. Implement the curriculum that is planned by each lead teacher in the classroom
5. Interact with the children in a way which conveys respect and nurturing
6. Support the social and emotional development of children
7. It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
9. Assist in the selection of books, equipment and other instructional materials appropriate for the early childhood program
10. Maintain attendance records of children participating in the Boys & Girls Club of Hernando County program.
11. Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands & faces
12. Maintain a safe environment based on safety standards set by the program
13. Help other staff if they are struggling in any area. Be a "team player"

14. Assist in the cleaning and straightening of the child care rooms throughout and at the end of the day, as well as putting away any outside equipment
15. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
16. Assist in the development and facilitation of interactive parent and child literacy activities
17. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
18. Continue professional development through attending workshops, conferences and other staff development
19. Ensure a productive work environment by participating in any & all staff meetings
20. Demonstrate behavior that is professional, ethical, and responsible
21. Perform other duties and responsibilities as assigned by the Boys & Girls Club of Hernando County.

Relationships:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

Skills/Knowledge Required:

- High School Diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.

Must complete for State Licensing (Bare Minimum):

- 40-clock-hour Introductory Child Care Training comprised of Part I and Part II courses
- 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development, within 1 year of employment
- 10-clock-hours of Annual In-service training completed between July 1 and June 30 each year

Physical Requirements/Work Environment:

Helping children, grow, learn, and gain new skills can be very rewarding. The work is sometimes routine but new activities and challenges mark each day. Child care can be physically and emotionally taxing, as workers constantly stand, walk, bend, stoop, and lift to attend to each child's interest and problems.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent

Date: _____

Approved by: _____
Supervisor

Date: _____

Reviewed by: _____
Chief Professional Officer

Date: _____