

SENIOR DAY CARE TEACHER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to planning, implementing and teaching age appropriate activities and/or programs for elementary age children at assigned City day care facilities; mentors and directs teachers and aides during classroom instruction and playground activities, communicates to parents.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Stimulate interest while teaching and supervising activities such as sports, games, special events, arts and crafts, drama and social activities.

Maintain positive student and parent relationships and follows disciplinary procedures.

Maintain a safe, clean, orderly classroom environment.

Notify appropriate staff of any problems with regard to site maintenance, children or parents, and makes recommendations as necessary.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Help to maintain records and reports as required; track and complete subsidized child care paperwork.

Mentor and direct staff in all aspects of classroom management, curriculum and team building.

Coordinate supply needs.

Assume the role of Assistant Day Care Site Coordinator as required.

Open and close the site in the absence of the Day Care Site Coordinator and the Assistant Day Care Site Coordinator.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge of:

Elementary aged child with regard to interest, skills, special needs, recreational activities, and program planning of such activities, i.e., sports, organized games, special events, arts and crafts and drama.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures, and computer hardware and software.

Principles and techniques of first aid and CPR.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk to supervise children; stand for long periods of time; interpret, understand and follow policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; participate with children on field trips, perform exercises with children; lift or carry weight of 45 pounds or less.

Lead activities, applying knowledge to an actual day care program and the children therein.

Supervise children on playground.

Establish positive and professional relationships with children, co-workers and parents.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Operate a computer as necessary to perform job duties.

Identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

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Maintain accurate and up-to-date records.

Work outdoors in a variety of weather conditions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of two (2) years of work experience in a licensed child care center or comparable group child care program, under the supervision of a person who would qualify as a teacher or director.

Training:

Equivalent to completion of the twelfth (12th) grade supplemented by completion of twelve (12) units in early childhood education, recreation, physical education, elementary education or related field.

License or Certificate

Possession of, or ability to obtain, CPR and First Aid certificates.

07-04-09

07-31-03 Senior Day Care Teacher