

JOB DESCRIPTION
CHILD CARE TEACHER - FULL DAY
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Director of Child Care

GENERAL SUMMARY: The child care teacher is responsible for all aspects of the care & education for the children enrolled in his/her class. Responsibilities may include but are not limited to the following: physical care giving, developmental assessments, following an age appropriate curricular plan, and facilitation of supportive relationships with director, co-workers, parents, and students. The infant/toddler teacher is accountable for knowing Wisconsin licensing requirements and following the Wisconsin Model Early Learning Standards (WMELS).

DUTIES AND RESPONSIBILITIES: *(include but not limited to)*

1. Ensure the safety of each child enrolled in the class whether in the classroom, on the playground, or in common areas;
2. Maintain regular observation and evaluation of children's development and progress as directed by administration;
3. Maintain portfolio for each student;
4. Complete weekly lesson plans, goals, and newsletters;
5. Accept and maintain responsibility on a daily basis for the ordered arrangement, appearance, decor, and cleanliness of the learning environment of the classroom;
6. Create safe and appropriate diapering, toileting, and handwashing areas and help children with all personal hygiene skills;
7. Plan and implement age and developmentally appropriate classroom practices that will include the areas of physical, emotional, social and cognitive needs of the young children.
8. Serve as a role model for the children in the areas of attitude, speech and actions on a daily basis;
9. Treat each child with dignity and respect for his/her cultural background;
10. Encourage children's development in the areas of building self-confidence, problem solving, and taking responsibility for their actions;
11. Interact with each child on a daily basis through circle time, centers, snacks, lunchtime, playground, free play, etc.
12. Nurture positive relationships with parents and establish continual communication.

REQUIREMENTS:

1. Maintain Confidentiality at all times.
2. Associate or bachelor's degree or higher in Early Childhood Education or a complementary degree is preferred but not required.
3. Must meet Wisconsin State requirements and Child Care Certifications are necessary - may be obtained through degree.
4. WI Registry Certificate - minimum Level 3.
5. CPR/First Aid, SIDS/Shaken Baby Certified or be willing to obtain.
6. Must meet annual continuing education requirements.
7. Health exam, background check and TB test required.
8. Ability to perform physical labor as needed for position.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.