

Child Care Program Job Description

Lead Teacher:

The lead teacher is responsible for planning, preparing, and implementing daily activities/circle time/crafts, monitoring children's progress, and maintenance of related records for assigned classroom each day.

Additional Tasks:

- Care for children in a school setting using an Early Childhood Curriculum.
- Discipline children positively and appropriately and follow the Texas Discipline and Guidance Policy.
- Recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Dress children and change diapers.
- Place or hoist children onto changing tables. **Ability to lift children weighing between 10-30 lbs is required.**
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Keep records on individual children, including daily observations and information about activities, and meals served.
- Observe and monitor children's play activities.
- Organize and participate in outside activities, such as games, gardening, outside play.
- Organize and store toys and materials to ensure order in activity areas.
- Sanitize toys and play equipment.
- Perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens.
- Keep classroom neat in appearance by mopping, sweeping, or vacuuming when necessary. (Maintenance not janitorial)
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Sterilize bottles and prepare formulas.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Identify signs of emotional or developmental problems in children and bring them to Center Director's attention.
- Attend evening staff meetings (non-paid) to receive required 24 hours of CPE training. If you cannot attend staff meeting you will be responsible in finding and attending and or paying for outside training.

- Attend bi-yearly meeting
- New staff as required to have 40 hours of pre-service training and an additional 10 hours annually. Complete a background screening, work physical, and certified in child/infant CPR.

Skills Required:

Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.

Speaking -- Talking to others to convey information effectively.

Service Orientation -- Actively looking for ways to help people.

Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Instructing -- Teaching others how to do something.

Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Abilities Required:

Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. To speak calmly and rationally to parents and coworkers.

Speech Clarity -- The ability to speak clearly so others can understand you.

Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Written Comprehension -- The ability to read and understand information and ideas presented in writing.