

**CHEERFUL HOME ASSOCIATION
EARLY CHILDHOOD TEACHER JOB DESCRIPTION**

Position Title: Child Care Teacher – Child Care Center

Position Summary: This position is responsible for performing a variety of tasks related to the general care and education of children ages 6 weeks through 12 years. See attached for list of tasks.

This position requires providing services to one or more age populations, including children ages 6 weeks to age 12, in a manner that demonstrates an understanding of the functional/developmental age of the individual served.

This position requires full understanding and active participation in fulfilling the Mission of Cheerful Home Association. It is expected that the employee demonstrate behavior consistent with the Core Values while supporting the strategic plan, goals, and direction of the performance improvement process at Cheerful Home.

Qualifications

Knowledge of:

- Developmentally Appropriate Practice (DAP)
- Guidance methods and classroom management skills. (Love and Logic)
- National Accreditation Commission (NAC) accreditation criteria.
- Proper health and sanitation techniques.
- CPR, First Aid and other emergency procedures.
- Principles and practices of safe working.
- Illinois Minimum Licensing Standards.
- CPR and First Aid
- Illinois' Quality Rating System

Education/Training/Experience:

Excellent written and verbal communication skills

High School diploma or equivalent certificate

Child Care Teachers responsible for infants, toddlers or preschool-age children shall have:

- Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university (six semester or nine quarter hours in courses must be directly related to childcare and/or child development from birth to age 6, OR
- 1560 hours of child development experience in a nursery school, kindergarten, or licensed day care center and thirty semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to childcare/child development, from birth to age six, OR
- Completion of credentialing programs approved by the Department in accordance with DCFS standards.

Child Care teachers responsible for school age children shall have:

- Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with six semester hours (or 9 quarter hours) related to school age childcare, child development, elementary education, physical education, recreation, camping or other related fields; OR
- 1560 clock hours of experience in a recreational program or licensed day care center serving school age children or a license exempt school age childcare program operated by a public or private school, and six semester (or 9 quarter hours) of credit from an accredited college or university related to school age childcare, child development, elementary education, physical education, recreation, camping or other related fields; OR
- A high school diploma or equivalency certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school age

children or a license exempt school age childcare program operated by a public or private school.

Licenses/certifications/Special Requirements:

Must meet Illinois Dept. of Children and Family Services requirements for Teacher position

Responsibilities

Important and essential duties may include, but are not limited to, the following:

- Supervise, facilitate and implement interaction among children to provide opportunities for development of social skills and intellectual growth.
- Plan curriculum to reflect programs' philosophy and goals for children.
- Complete a weekly lesson plan.
- Provide a variety of developmentally appropriate, hands on activities and materials for children to achieve classroom and individual goals; insure the environment is safe and healthy.
- Observe and document children's developmental progress.
- Communicate with parents regarding home and center practices; always maintain client confidentiality; conduct Parent/Teacher conferences on a bi-annual basis.
- Refer children who may need additional services due to health, behavior or developmental issues to the Outreach Coordinator and complete required paperwork.
- Adhere to safe work practices and procedures.
- Attend and participate in staff meetings and center related activities; attend workshops, conferences, classes to increase professional knowledge; volunteer for center activities and serve on committees as needed.
- Perform related duties and responsibilities as assigned.
- Maintain certification (if applicable) Ex. CDA
- Supervise and guide classroom aides, substitutes and volunteers.
- Establish, maintain, and foster positive and harmonious working relationships with fellow staff.

Physical/Mental Demands for Teachers:

- Must be able to lift/assist the following:
 - ✓ up to 30 lbs in the infant rooms
 - ✓ up to 40 lbs in the toddler rooms
 - ✓ up to 50 lbs in the two-year-old rooms
 - ✓ up to 60 lbs in the preschool rooms
 - ✓ up to 80 lbs in the school age rooms
- Must be able to lay on stomach on floor, lift, twist, bend, kneel, stand, crawl, walk, hop, reach, and move quickly
- Must be able to see to read to children, to fill out appropriate daily, weekly, and other periodic paperwork
- Must be able to hear and speak to acknowledge differentiating cries and talk and read to children
- Working conditions include dealing with various bodily functions/ secretions and unpleasant odors on a consistent basis throughout each day

Pay Status:

Non-exempt Hourly