

JOB DESCRIPTION

Position: Child care teacher & Child Care Worker

Supervisor: Team leader, Center Director

Summary: Child care teacher will assist team leader in the operation of the child care program; participate in the planning, record keeping, implementation of activities, and parent communication, in the program; as well as demonstrating Christian principals while accomplishing these tasks. (2 Timothy 2:1f; 3:15-17). Candidates that do not meet the experience or educational levels of a Child Care Teacher will be a Child Care Worker, which meets the other requirements of this job description.

I. Qualifications:

- A. Meets the state standards for child-care teacher, two years' experience in early education, and a minimum of a two-year associate's degree in Early Childhood Education or its equivalent.
- B. Child care teacher must be able to demonstrate the attributes of a positive Christian model for children (1 Timothy 4:12f; Joshua 24:15)
- C. Be immunized and in good health. (Leviticus 13: 1-6)
- D. Child care teacher must possess strong communication skills enabling him/her to work effectively with team leader, administrators, Center Director, Board of Directors, and parents involved with the child care program.
- E. Ability to effectively plan, organize and implement educational activities.
- F. Be able to demonstrate, model, and exemplify a biblical world view through their lifestyle and work with children and adults at the Center.

II. Physical Qualifications:

- A. Is able to observe, hear and respond with decisive action to the needs of children, emergencies, or conflicts that might occur on the grounds or within the center.
- B. Able to work in a fast paced setting.
- C. Able to lift children weighing up to 40lbs from floor to waist high a minimum of 10-15 times a day.
- D. Is able to crouch to a child's height and maintain eye contact at a child's level.
- E. Able to sit on the floor.

III. Responsibilities:

- A. Able to work scheduled hours, and is flexible as schedules change often.
- B. Develop weekly plans and implement developmentally appropriate curriculum to nurture and stimulate all domains (including spiritual) of children's development in their care.

- C. Work with team leader to develop an overall child care program.
- D. Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- E. Ensure the classroom opens and closes appropriately on a daily basis.
- F. Assist in the maintenance of a clean and orderly classroom. (1 Corinthians 14:40)
- G. Ensure proper record keeping (records all formal and informal observations, note taking, portfolios, running records, etc.) and children's developmental progress.
- H. Participate in workshops, in-service trainings, continuing educational trainings, school events and fundraisers as required by the administration.
- I. Abide by the policies and procedures as defined by the ICVCFCC Board of Directors. (Joshua 1:7f)

IV. Evaluation:

- A. Child care teacher will participate in a minimum six-month probationary period during which time he or she will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he or she will participate in an evaluation every year.

Approved by the Board of Directors 5/18/21