



**Children's Service
Society of Utah**

Kinship Care · Adoption · Caregiver Support

Job Description Form

Position Title: Child Care Center Teacher

Program: Child Care Center

Reports to: Child Care Center Director

FLSA Status: Hourly

EEOC:

General Summary:

Ensure the safety, supervision of all children in the child care center, while creating a nurturing and loving environment conducive to learning.

Essential Job Functions:

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled and when applicable.
- Attend and participate in special events when possible to provide a collaborative and cohesive approach to Children's Service Society of Utah.
- Develop and maintain efficient relationships with the Office of Childcare, State Child Care Licensing agency, Children's Service Society of Utah and Care About Childcare administration.
- Maintain & Update outlook calendar and inform supervisor of schedule changes and needs
- Communicate with co-workers and team members in a positive, respectful and professional manner. Be willing to work on good communication techniques, team-building techniques and other ways to improve the CSS team
- Keep personal use of time to a minimum. Follow CSS policies and procedures, dress appropriately, and represent the agency in a positive manner
- Respond to all agency, parent and community inquiries and complaints in a timely manner, seeking guidance from CSS administration if needed.
- Assume other duties and responsibilities as assigned by and agreed to with the CSS administration.

Child Care Center Daily Operation Duties:

- Organizes and provides developmentally appropriate early childhood education activities
- plans and implements curriculum and education for children ranging in age from two to five.
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
- Plans and prepares classroom setting;
- oversees safety and educational programs;
- supervises children in the classroom;
- provides a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
- Interacts with parents and community groups;
- maintains open and cooperative communication with parents and families, encouraging their involvement in the program and supporting the child's family relationships.
- Writes and compiles individual assessments of each child's development;
- completes daily inventories, child attendance, and related reports.

- Participates in research programs concerned with improvements in early childhood teaching methods, as appropriate.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Successful completion of at least 20 training hours a year
- Participate in the Child Development Associate Credential program as guided by the director and CSS leadership.

Knowledge, Skills, and Abilities:

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual.
- Knowledge of Utah Childcare Licensing requirements and meets at least minimum requirements for a center director.
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication.
- Ability to communicate with employees and business contacts in a professional, courteous manner.
- Ability to work independently and also in a team environment.
- Ability to organize multiple work assignments and establish priorities.
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations.
- Ability to pay close attention to detail and to ensure accuracy of reports and data.
- Ability to make sound decisions using available information while maintaining confidentiality.

Education and Experience:

Requirements:

At least 18 years old and needs to pass a background check. Experience in child care preferred.

Other Requirements Include:

Good English verbal and written communication skills, and the ability to evaluate and solve problems in a professional manner. Behavioral Characteristics: Welcoming, Nurturing, Determined, Hopeful, and Genuine.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling			X	
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.