



Job Description: Childcare Classroom Teacher

Title: Classroom Teacher

Responsible to: Cedar Valley Kids Child Care Director

Classification: non-exempt (hourly employee)

Last Revised: November 2023

Preferred: AA or BA in Early Childhood Education or closely related field of study

Required: High School Diploma/GED

Experience: Preferred 2 (two) years' experience in childcare/education related field or related direct work experience with infant through preschool age children.

Knowledge skill & abilities:

- Knowledge of Iowa Health and Human Services State of Iowa Childcare licensing standards guidelines for childcare centers
- Demonstrated ability to work collaboratively with multiple agencies.
- Demonstrated leadership skills.
- Ability to manage the daily schedule of staff and children.
- Ability to speak, read and write in English.
- General word processing and computer knowledge
- Valid driver's license and reliable vehicle or transportation to/from work as scheduled.
- Must hold or have the ability to obtain CPR, first aid, Mandatory Reporting of Child Abuse, Essentials for Childcare and Universal Precautions Certificates
- Ability to pass National Fingerprinting, Iowa Health & Human Services (HHS), criminal and Child Abuse Registry record check.
- Ability to lift 30-50 pounds from the floor to a waist high table at least 10-15 times daily.
- Knowledge of child development and milestones
- Ability to follow best practices of childcare.
- Demonstrated ability to plan work and respond to deadlines and tasks.
- Ability to communicate effectively orally and in writing.
- Excellent customer service, public relations skills, and the ability to work with other staff, students, the general public and small children.
- Projects a positive professional image and respects, develops and enhances the diversity and uniqueness of staff, families, children and the curriculum.
- Demonstrates independent and professional judgment in dealing with and performing all aspects of the child development responsibilities.
- Ability to work with confidential information.
- Ability to identify and use appropriate assessments and evaluation instructions (coming soon)
- Ability to work flexible hours.
- Knowledge of Quality Rating Improvement Systems (Iowa Quality 4 Kids) criteria.
- Knowledge of Early Childhood Curriculum philosophy and techniques.

- knowledge and experience with young children ranging in ages from infant to five years.
- general professional responsibilities

Essential functions and responsibilities:

- attends work regularly and on time as scheduled.
- reports absences within department procedures.
- attend and participate in required meetings.
- successfully complete all required trainings required by Iowa HHS and Cedar Valley Kids Child Care Center
- performs other duties as assigned.

Essential functions and responsibilities: Responsible for all functions of the classroom environment

- Complies with regulatory requirements.
- Creates and maintains enthusiastic, respectful, and positive work environment for children, staff, students and families.
- Models best practice in the classroom and demonstrates professionalism in the Child Development Center.
- Collaborates with Child Care Resource and Referral staff on quality initiatives.
- Positively demonstrates an interest in, concern for, and relates well to young children and their families.
- General professional responsibilities.
- Helps to create classroom daily schedule suitable to the ages of the children enrolled.
- Helps to create and prepare daily reports on the Playground App for each child enrolled in the classroom.
- Performs other related duties as assigned.
- Works in conjunction with the Center Director and other classroom teachers in designing a curriculum that supports center philosophy and meets children's needs to maintain a high-quality early education program.
- Prepares lessons and activities to meet each child's development level.
- Works with other staff members to implement lesson plans and curriculum that has been set to support the center and to meet the needs of the children to maintain a high-quality early education program.
- Responsible for observations & documentation of each child with an awareness of the child's physical health, social/emotional and cognitive/development state

Essential functions and responsibilities: Maintain Center Requirements (License and Quality initiatives):

- Models best practices and demonstrates professionalism in the Child Development Center.
- Creates and maintains an enthusiastic, respectful, and positive work environment- for children, colleagues (EPI and HCC), students and families.
- Mentors' student staff
- Maintain child/staff ratio daily.
- Reports any problems that may arise with parents, staff, students or children to the Center Director or On-site Supervisor.
- Maintain CACFP records as required by collecting lunch counts and reporting to On-site supervisor (coming soon)
- Uses professional judgment independently to maintain compliance with DHS/licensing regulations, NAEYC accreditation and Iowa Quality 4 Kids (QRIS) in providing a high-quality child-care program.
- Works in collaboration with Center Director, On-Site Supervisor and other staff in meeting QRS, NAEYC, and Head Start criteria and standards.
- Works in collaboration with the Center Director, On-site supervisor and other staff in overseeing the maintenance of the safety and cleanliness of the classroom.

Essential functions and responsibilities: Maintain strong family relationships.

- Communicates with families regularly. (verbally and in writing using the Playground App)
- Makes all families feel welcome at the childcare center.
- Conducts new family orientation for all families enrolled.
- Shares necessary communication to families via the communication app or written communication sent to families.
- Request regular feedback regarding parent satisfaction with the care they have received.

Essential functions and responsibilities: Customer service

- Provide ongoing communication with families, colleagues, community partners, etc., respecting confidentiality.
- Advocates for young families, children and youth in the community and workplace.
- Promotes and supports Cedar Valley Kids and Unity Point in all aspects of the community.

Attendance

- Attends regularly. Dependable coming to work as scheduled.
- Reports absences within department procedures.
- Proactively develop and manage an effective, written work schedule, making necessary scheduling accommodations to meet staff training needs, including but not limited to evenings and weekend classes offered.
- Attend and participate in required meetings (i.e., all-agency meetings, department/program meetings, supervisor meetings, etc.).
- Successfully complete all in-service training required for the position within timelines and participate in other training, as assigned.

Physical Demands: The work requires light physical exertion and moving about including bending, crouching, stooping, stretching, and reaching or similar activities. Lifting objects may be required (typically, weight does not exceed 25 lbs., may on occasion be up to 50 lbs.). Occasional working with others in lifting or moving heavy objects is required. Travel to communities within the region and state is required.

Potential Exposure to Blood and Body Fluids: Job functions may include tasks with possibility of exposure to blood borne pathogens and bodily fluids.

Mental/Visual Demands: Frequent mental/visual attention is required in working with others. Work is occasionally repetitive and requires alertness and concentration. Listening and communication may require more intense concentration. Mental demands most significant in dealing with small group of adults.

Work Environment: Fairly good working conditions exist; however, there may be occasional exposure to disagreeable elements. Employee may occasionally work alone.

Unavoidable Hazards/Risk: Work involves small risks such as those one may face in an office or home environment. The magnitude of bodily injury resulting from work hazards is minimal. Work requires employee to travel within communities/neighborhoods that may be unfamiliar. Work requires employee to meet with potential childcare providers in childcare settings.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions. All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or individuals served. This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have been provided with a copy of this job description. I understand I am responsible to perform the essential functions and responsibilities listed in this description, and that I am to ask my supervisor for clarification regarding any information or statements within this job description I may not understand. I also understand I may request a reasonable accommodation with the Human Resources department to assist in me successfully performing the essential functions and responsibilities of this position.

Employee Signature/ Date