

Family F.O.C.U.S.

Job Description

**Teacher I (Associate Permit Minimum)**

**Teacher II (Teacher Permit Minimum)**

Under direction, to provide service in the care, development

and instruction of children ages six (6) weeks to 13 years

**Minimum Qualifications**

Possession of, or ability to obtain, a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing.

**Special Requirements**

* Maintain satisfactory level of progress toward the Professional Development requirement for permit renewal
* Completion of pediatric CPR and First Aid training through an accredited program
* Possession of a current pediatric CPR and First Aid certificate
* Clear criminal record and background check including fingerprints

**Essential Functions**

1. Develop and maintain an appropriate environment both inside and outside classroom.
2. Supervise and directly interact with children in a warm and positive manner.
3. Develop and provide developmentally and culturally appropriate activities.
4. Develop and implement conflict management and problem solving strategies with children and staff.
5. Follow Center policies and procedures for health and safety.
6. Develop and implement emergency procedures as required.
7. Maintain a safe and healthy indoor and outdoor environment.
8. Present a positive view of the Center to the community.
9. Communicate positively and actively develop reciprocal relationships with families.
10. Identify special needs of children and/or families.
11. Assist in involving families in classroom and Center activities, invite and encourage parent and family participation in children’s activities.
12. Develop and assist in facilitating parent programs and events.
13. Provide information about community resources to families and staff.
14. Conduct family conferences to review and revise expectations and special rquests.
15. Facilitate program organization.
16. Maintain appropriate records.
17. Participate in evaluation and supervision activities.

**Other Related Functions**

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain cooperative working relationships with those contacted in the course of work.
3. Supervise assistants and Associate Teachers assigned to the center.
4. Complete all assigned paperwork and necessary forms and reports in a timely manner.
5. Participates in professional growth activities including sharing expertise in areas of specialization and working with staff to design and implement their individual professional development plans.
6. Perform necessary cleaning and maintenance as required ensuring a safe and orderly environment.
7. Perform other related duties as assigned.

I have read and understand the duties and responsibilities associated with this position.

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Employee Signature Date

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Site Supervisor Signature Date