



# Warwick Child Care Center. Inc.

## Job Description: Teacher/Group Supervisor — Older Toddlers & Preschool Children

### General Description of the Job

Be responsible for a class of older toddlers or preschool children. Perform activities that ensure the safety, involvement and creativity of each individual in the group. Reports to the Director.

### Specific Duties of the Job

- Plan written lesson plans and conduct daily activities for children in a safe environment. Includes: morning circle, learning activities, learning centers, and art projects all based on a weekly theme.
- Prepare educational materials required to implement the daily lesson plan between the hours of 1-3 PM.
- Change bulletin boards monthly.
- Supervise teacher assistants that are assigned to assist with children.
- Maintain a clean and orderly physical environment conducive to optimal growth and development of children.
- Adhere to daily cleaning schedule.
- Use equipment and supplies conscientiously.
- Attend and actively contribute to staff meetings.
- Appropriately share information with other staff members and serve as a resource person.
- Relate to parents in order to foster the growth and development of their children.
- Write and type a one-page report on classroom's progress alternating months.
- Participate in supervising free play and outdoor play.
- Participate in fire drills alternating months.
- Supervise and assist children with meals and clean up.
- Assist and supervise children during toileting period and diapering.
- Greets each parent and child daily.
- Gives children individual attention, watching carefully for safety hazards.
- Exhibit leadership qualities.
- Plan monthly field trips relative to the weekly theme. Take the children on the field trip and supervise them.
- Be able to perform all of the above duties with no day-to-day supervision.
- Participate in annual parent conference and child assessment.
- Mandatory attendance required for staff development on Martin Luther King Day.

### Required Knowledge Skills and Abilities

- Knowledge and experience working with school-age children 5 to 12 years of age.
- Knowledge of activities that interest school-age children 5 to 12 years of age.
- Knowledge of safety issues concerning school-age children 5 to 12 years of age.
- Skills in patience.
- Skills in giving direction without being unreasonable.
- Skills in negotiation.
- Skills in talking with children to problem solve.
- Ability to be consistent.
- Ability to be fair and set reasonable rules
- Ability to be flexible when teachable moments occur.
- Ability to plan and prioritize work and time.
- Ability to react and move quickly.
- Ability to foresee problems and redirect children before an incident occurs.
- Ability to consult and talk with parents without being offensive, defensive, or angry.
- Ability to have fun working with school-age children.
- Be flexible in working with different age groups.
- Be able to lift push and carry 40 lbs., sit for 30 minutes and stand for one hour.
- Be able to use all fingers on both hands, and have use of both legs, and be able to walk 500 feet.
- Have near and far vision correctable and depth perception.
- Be able to hear all types of sounds.
- Be able to read stories to the children.
- Be perceptive and aware of all children in your care.

- Be able to communicate properly and effectively with parents.
- Be able to work in all types of environments:
  - Inside and outside.
  - Office, classroom kitchen, and van.
  - Cold temperatures outside.
  - Steps or stairs.
  - Slippery or uneven working surfaces.
  - Working around moving objects.
  - Irregular work hours.
  - Noise tolerance.

### Qualifications

- Be at least 18 years of age
- Meet the qualifications of one of the following:
  - High school diploma and 30 credit hours in education
  - High school diploma, 15 credit hours in education and one year of experience with children
  - High school diploma, GED, and two years of experience with children
  - First aid certification for all Fulltime employees and all employees that are opening or closing a center

### Submit the following: (Required by the Pennsylvania Department of Public Welfare within 30 days of hire date)

1. Current physical exam with Mantoux TB Test. (Physical is at your expense)
2. State Police and Child Abuse Clearances (\$10.00 processing fee for each which is withheld from your first two paychecks)
3. Two forms of Identification.
4. Copy of a School Diploma and/or college transcripts.
5. Two letters of reference.
6. Babysitting release form.
7. If driving a Warwick Child Care van, complete the motor vehicle report to ensure you are a safe driver.
8. Complete the Professional Development Record.
9. Complete the New Orientation Training of six videotapes and submit the completed workbook.