

## Position Qualifications

### Lead Teacher Qualifications:

- At least 18 years of age
- High school diploma (or its equivalent)
- 16 clock hours of inservice training per licensure year
- Pediatric first aid and CPR certification
- Health and safety training
- Attend new hire orientation
- Some lead teachers may be required to take medication administration training
- Pass a fingerprint-based background check
- Have a negative tuberculin (TB) test results within 30 days of hire

### Assistant Teacher Qualifications:

- At least 16 years of age
- 16 clock hours of inservice training per licensure year
- Pediatric first aid and CPR certification
- Health and safety training
- Attend new hire orientation
- Pass a fingerprint-based background check
- Have a negative tuberculin (TB) test results within 30 days of hire

### Volunteer Qualifications:

- At least 14 years of age (16+ may be counted in ratios if supervised)
- 16 clock hours of inservice training per licensure year (if counted in staff/child ratios)
- Pediatric first aid and CPR certification
- Health and safety training
- Attend new hire orientation
- Pass a fingerprint-based background check
- Have a negative tuberculin (TB) test results within 30 days of beginning

## Job Descriptions and Employment Classifications

### **Opening/Closing Leaders:**

In addition to their teacher role, opening and closing leaders are responsible for ensuring the center and all classrooms are properly cleaned and well-prepared for the day or following day. These supervisors will unlock the building at 6:00 am and closing leaders will lock up when duties are completed. Each classroom will have daily opening duties and closing duties. Upon completion, teachers will approach their leader to complete a walk-through and sign off. The leader may assign additional tasks or duties when daily tasks are completed. The closing leader will dismiss teachers for the evening once tasks and duties are completed.

### **Lead Teacher:**

Lead Teachers are responsible for helping facilitate the developmentally appropriate social, emotional, cognitive, and physical growth of the children in their care; Responsibilities include developing lesson plans, supervising academic and emotional development, possessing a positive and encouraging spirit, maintaining open communication with parents, delegating tasks, completing assessment evaluations, working respectfully with their assistants, guiding transitional periods, and providing exceptional care of the children.

#### Primary Responsibilities:

- Is responsible for the overall supervision and daily class functions of their designated children
- Observes all rules and regulations of St. Margaret's and the local, state or national regulatory agencies pertaining to the health, safety and care of children
- Assesses each child's developmental needs on an ongoing basis
- Implements approved lesson plans and daily classroom schedule
- Plans parent-teacher conferences and student assessment evaluations
- Maintains an attractive, well-kept classroom that encourages children to create, explore and make decisions with confidence
- Provides verbal recognition and acceptance to children while providing clear and consistent expectations for the children's behavior
- Accepts responsibility for maintenance and necessary housekeeping duties of the classroom, common use areas, and playgrounds
- Attends all required staff meetings, workshops and/or school functions
- Maintains overall professional personal appearance adhering to the guidelines offered in the employee handbook
- Assists in other capacities which are deemed necessary

#### Desired skills and experience:

- Must meet basic requirements of local child care regulatory agency
- Previous teaching or assistant teaching position in a licensed early childhood program preferred
- Knowledge of the social, emotional and creative needs of young children
- Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations. (Infant teachers must be able to properly lift infants into and out of a crib)

### **Assistant Teacher/Para:**

Assistant teachers are responsible for helping facilitate the developmentally appropriate social, emotional, cognitive, and physical growth of the children in their care; Responsibilities include aiding in lesson plans, supervising academic and emotional development, possessing a positive and encouraging spirit, maintaining open communication with parents, working respectfully with their lead teachers, helping with transitional periods, and aiding in the overall care of the children.

#### Primary Responsibilities:

- Is responsible for the overall supervision and daily class functions of their designated children
- Observes all rules and regulations at St. Margaret's and the local, state or national regulatory agencies pertaining to the health, safety and care of children
- Implements the approved lesson plans and daily classroom schedule
- Maintains an attractive, well-kept classroom that encourages children to create, explore, and make decisions with confidence
- Provides verbal recognition and acceptance to children while providing clear and consistent expectations for the children's behavior
- Accepts responsibility for maintenance and necessary housekeeping duties of the classroom, common use areas, and playgrounds
- Maintains overall professional personal appearance adhering to the guidelines offered in the employee handbook
- Assists in other capacities which are deemed necessary

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#### Employment Classifications include:

- Regular full-time - any staff member who works more than 30 hours per week and more than 5 months per year
- Regular part-time - any staff member who work 30 hours or less per week and more than 5 months per year
- Temporary - any staff member employed 5 months or less per year
- Substitute - any member (18+) that is offered as a replacement when regulars are absent.