

# Carmel and Clay Edu-Care Center

## Job Description

**Job Title:** Teacher

**Job Specifications:** This position entails being a full time employee who is paid at an hourly rate with an annual raise given in January. Benefits are as follows: six sick days per school year, which when not all used within the school year (August to June), they may be carried over into the next school year. Two snow days are paid for **only** when there is an official snow day closing called by the Superintendent of Carmel Clay Schools. You are paid to attend the mandatory staff meetings and center events. Registration for Educational workshops is paid for. Scheduled hours for most work weeks are approximately 40 hours weekly. The scheduled of our closed days off (holidays and summers) are the same as the teacher's schedule contracted schedule calendar days. These are non-paid times for all Edu-Care employees. All Edu-Care employees are hired in on a 30 day probationary period.

**Job Qualifications:** 18 years of age to work with children 1 year and older  
21 years of age to work with infants (6 weeks to 1 year)  
High school diploma or GED  
Physically able to lift 50 pounds  
Previous experience working with children  
Capable of meeting physical demands of the children  
Must be able to get up and down off the floor so you can interact with the children.  
Must be able to go outside to supervise children when the wind chill is not below 20 degrees and not raining and during warm spring and summer days.  
Must be free from any allergy that would effect your performance as a teacher and interrupt the day to day operation of the center.  
Successful completion of CPR and basic first aide  
Demonstrate knowledge of universal precautions  
Negative TB test  
Submit criminal history affidavit (as required by the state and Carmel Clay Schools)  
Relevant Training (workshops) or CDA Credential or relevant associate degree

**Supervision:** Works under close supervision from the lead teacher and the Edu-Care Director. Teacher follows established activity plan. Creativity must be used in accomplishing this work.

**Knowledge, Skills and Abilities Required:**

1. Collaborate with classroom co-worker on planning of activities, lesson plans, events, etc.
2. Communicate with all co-workers about the day to day operation of the center and how it affects the parents and children.
3. Ability to relate well to pre-school children, age 6 weeks to 5 years old.
4. Demonstrates evidence of sufficient emotional and social maturity and stability to function responsibly in a crisis or stress situation.
5. Shows sensitivity to children's individual needs.
6. Dependability.
7. Valid driver's license, if you are interested in part taking in any field trip.

**Essential Tasks and Responsibilities:**

1. Visually observes and supervises children's activities.
2. Repeatedly lifts children and equipment up to 50 pounds.
3. Bends and kneels to child's eye level.
4. Moves quickly to interfere in dangerous situations.
5. Communicates openly and positively with children, parents and staff.
6. Willing to learn how young children learn.
7. Acts on lesson plans which are prepared weekly for each day.
8. Helps each child to know, accept and appreciate him/herself as an individual.
9. Works with a variety of appropriated equipment and activities to promote the physical development of children.
10. Use lesson plan activities which encourage questioning, probing and problem-solving skills appropriate to the development level of the children.
11. Helps children acquire and use language as a means of communicating their thoughts and feelings and of understanding others.
12. Helps each child develop a sense of independence.
13. Ensures the general safety and well being of assigned children (from the time the children enter the building until they leave).
14. Maintain your work area at all times (housekeeping duties, restrooms and storage of materials). ALL STAFF MEMBERS SHARE IN THE HOUSEKEEPING AND CLEANING DUTIES.

15. Responsible for cleanliness of assigned class area (sanitizing cots and tables, chairs, diaper area, etc.).
16. Aids in providing a safe environment and takes necessary measures to reduce and prevent accidents and illnesses.
17. Successfully completes first aide training and CPR training.
18. Attends workshops, mandatory staff meetings, parents conferences (as needed), and any other school related events as assigned by your supervisor. This requirement is considered an integral part of your job.
19. Confer with parents about child's progress as needed and by the use of the daily sheets, newsletters, development reports.
20. Maintains accurate attendance records.
21. Reinforces children's social behavior.
22. Take required training to drive the bus for field trip activities if the class you are working with takes part in field trips.
23. Fulfills all the requirements that are listed in the packet.
24. Establishes positive and productive relationship with parents and children.
25. Other duties as assigned.

### **Personal Responsibilities:**

#### Appearance:

1. Dresses appropriately.
2. Is clean and well groomed.

#### Personality:

1. Is friendly, understanding and helpful.
2. Is cooperative.
3. Has positive attitude.
4. Is courteous and tactful.
5. Is emotionally stable.
6. Exercises self-control.
7. Is confident and self-assured.

#### Dependability

1. Is trustworthy.
2. Assumes and follows through on tasks.
3. Attends work regularly.
4. Arrives a little a head of their work schedule to be ready to start at the schedule time.
5. Provides advance notice of absence.

I understand and agree to abide by the above stated requirements. I understand failure to abide by this job description can result in termination of my employment.

---

Employee's Signature

---

Date

7/07-KK