

DAY CARE TEACHER I

DESCRIPTION OF WORK

This is educational work in teaching a specific group of pre-school children in a large day care facility or directing a family day care home offering child care services for a small group of very young children. Employees are responsible for conducting an enrichment program to help children develop to their potential physically, mentally, and emotionally. Work includes participation in conferences with parents in meeting the needs of individual children and the supervision of aides and volunteers. Work is subject to review by a supervising teacher or the county day care coordinator through conferences and observation of work in progress.

EXAMPLES OF DUTIES PERFORMED:

Plans and carries out the daily in-door and out-door educational activities.
Assigns and supervises the activities of the aides and volunteers.
Maintains adequate supplies and sees that equipment is kept in good condition.
Discusses with parents individual child's progress and plans objectives to meet his needs.
In family day care home, plans meals and supervises food preparation.
Attends and participates in general staff meetings and staff development conferences.
Performs related duties as required.

RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities

Some knowledge of child growth and development and planning programs to appropriately meet the physical, mental, and emotional needs of children.
Knowledge of good health practices.
Ability to establish rapport with children and their parents in order to obtain information concerning needs of individual children.
Ability to prepare and maintain records and reports.
Ability to exercise good judgement in appraising situations and making decisions.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in early childhood education, nursery education, or elementary education; or graduation from high school and four years experience in working with young children in a nursery school, kindergarten, elementary school, or a day care facility; or an equivalent combination of education and experience.