

DAY CARE TEACHER II

DESCRIPTION OF WORK

This is educational work involving the supervision of a group of teachers in a day care center or in directing a small group care facility.

Employees are responsible for planning an enrichment program to help children develop their potential physically, mentally, and emotionally. Work includes assisting a day care center director in overall planning for a well developed child development program with parental involvement, participation in planning and implementing staff training, and supervising a group of teachers and social services aides. Work is subject to review by a day care facility director or the county day care coordinator through conferences and observation of work in progress.

EXAMPLES OF DUTIES PERFORMED

Develops enrichment program activities and supervises their implementation through subordinate teachers and aides.

Assists the day care center director in developing long-range plans for specific program activities.

In absence of subordinate teachers, may teach any age group of children.

In a small group care facility, develops program activities, supervises aides in carrying out the program and maintains adequate supplies and equipment, plans meals and supervises its preparation, plans and schedules conferences with parents.

Attends and participates in general staff meetings and staff development conferences.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

General knowledge of child growth and development and planning programs to appropriately meet the physical, mental, and emotional needs of children.

General knowledge of organizing and planning of program activities and purchase of appropriate supplies and equipment.

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 judgment 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 and one year of experience in working with young children in a nursery school, kindergarten, elementary school, or a day care facility; or graduation from high school and five 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.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

June 1971