



Children's Discovery Academy

Team Member Teacher Job Description

Supervisor: Team Lead Teacher

Classification: Part-Time Hourly Position

Job Summary: A Team Member Teacher will work closely with the Team Lead Teacher, and other members of the classroom team in performing daily caregiving responsibilities such as preparing and serving snacks, changing diapers or helping children with toileting, assisting putting children to sleep, writing daily reports, engaging in play and learning activities, supervising children, and creating a clean, safe environment.

Special Skills and Qualities:

- Passionate about the development and well-being of young children and School-Agers
- An awareness of the unique needs of young children and School-Agers and have appropriate expectations of their abilities
- Knowledgeable about Michigan Child Care Licensing Rules for Child Care Centers
- Knowledgeable about Great Start to Quality's PQA assessment for child care centers
- A positive role model in language and attitude for all caregiving staff and children
- Accepts and respects differences in children, parents, and coworkers
- Customer service orientated and professional
- Excellent verbal and written communication skills
- Possess a strong work ethic, be punctual, prepared and have minimal absences
- Value continuing education and professional development
- Mentally and physically capable of caring for multiple children at a time
- Able to kneel, bend, squat, lift, push, pull, and lift up to 50 lbs.
- Available to work extra hours as needed and be available to work as early as 5:30 am or as late as 8:30 pm on occasion
- Ability to take direction while at the same time being able to take initiative with responsibilities
- A willingness to participate in all classroom cleaning tasks as needed.

Qualifications: Be at least 18 years of age

Education/Certification:

Associates Degree in Early Childhood, or
Child Development Associates Certification

Experience:

One-year of experience working in an early childhood classroom preferred.

Specific Tasks

Program Implementing:

- Follow all legal, licensing, quality, and procedural requirements
- Collaborate with the classroom team, following the direction of the Team Lead Teacher in
 - Designing the classroom environment

- Planning and implementing daily learning activities, setting up materials, supervising children during the activities, and cleaning up afterward
- Conducting child assessments and keeping all children’s portfolios and individual development plans up to date and use them to inform and guide in lesson planning
 - Team Member Teachers may become Primary Caregivers of a small group of children. This includes increased responsibilities in this category as well as consistent, positive, professional communication with the children’s families.
- ensure that all daily, weekly, and monthly documents are complete and accurate
- Maintain a neat, organized classroom by putting materials and supplies in their places, sweeping floors as needed, and wiping tables after use
- Interact with children using positive, age-appropriate language, using open-ended questions rather than directives
- Continually scan the environment for safety and security of all materials, watching for hazards, spills, and unsafe behavior
- Supervise children at all times while they are playing, saving adult conversations for breaks
- Read to children throughout the day
- Meet the physical needs of children; preparing bottles, setting up snacks and meals, diapering, toileting, changing clothes as needed, helping children rest or nap as needed
- Complete all required classroom forms accurately and promptly

Parent Relationships:

- Establish a professional level of rapport with each family to provide quality care and friendly service
- Approach parents daily and speak with them about their child(ren) using strength-based language and encouragement
- Give parent information forms on the day assigned
- Communicate effectively questions and concerns to the Team Lead Teacher

Team Participation:

- Attend Monthly Team and Staff Meetings on time and prepared to contribute honestly and openly, sharing ideas and problem-solving issues
- Take initiative and fulfill classroom responsibilities
- Follow classroom procedures, maintaining consistency throughout the daily schedule
- Establish and maintain positive relationships by working cooperatively, being truthful, reliable, kind, and considerate of other team members
- Handle conflicts with maturity and a willingness to solve the problem
- Communicate with other team members about relevant events and information promptly
- Contribute to the training of new staff and volunteers

Professionalism

- Complete a minimum of 24 clock hours of Continuing Education and keep personal Training Log up to date

I understand these General Responsibilities and Specific Tasks, and I am dedicated to fulfilling them to the best of my ability. I am aware that consistently failing to meet these expectations may result in disciplinary action or dismissal.

Signature of Team Member Teacher _____ Date _____