



Children's Discovery Academy

Team Member Teacher Job Description

Supervisor: Team Lead Teacher

Classification: Part and Full-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 meals, 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
- Know and implement Michigan Child Care Licensing Rules for Child Care Centers
- Know and implement Great Start to Quality's quality indicators and validation tools for child care centers
- A positive role model in language and attitude for all caregiving staff and children
- Accepts and honors differences in children, families, and coworkers
- Service orientated and professional
- Excellent verbal and written communication skills
- Possess a strong work ethic, be punctual, prepared and have consistent attendance
- Value continuing education and professional development
- Mentally, physically, emotionally, and psychologically capable of caring for multiple children at a time
- Able to kneel, bend, squat, push, pull, and lift up to 50 lbs.
- Flexible availability to work- covering team members shifts or going home early as needed. Available to work as early as 5:00 am or as late as 9:00 pm
- Ability to take direction while at the same time being able to take initiative with responsibilities
- In coordination with classroom team, complete all classroom cleaning tasks

Qualifications: Be at least 18 years of age

Education/Certification:

Associates Degree in Early Childhood, or Child Development Associates Certification preferred
 CPR, First Aid certified or obtain certification upon hire
 Documentation of completed Tuberculosis Test and the ability to physically meet the job duties
 Completed Fingerprinting and Background Checks

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 lesson plan 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, monthly, and yearly documents are complete and accurate
- Maintain a neat, organized classroom by putting materials and supplies in their places, sweeping floors, wiping tables after use, and other assigned cleaning tasks
- 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, helping children rest or nap
- Complete all required classroom forms accurately and promptly

Relationships with Families:

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

Team Participation:

- Attend monthly Classroom Team and Center Team 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 professionalism 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 ensure Center Director has access to all completed training or transcripts

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 _____