

Learn & Play Teacher Job Description

Reports to: Teachers are under the direct supervision of the Teacher Trainer, Assistant Director and finally, the Director of Learn & Play Enrichment Academy.

All L&P teachers are expected to know and follow the Department of Human Services Minimum Licensing Requirements for Childcare Centers, which is outlined in the Teacher/Staff Expectation and DHS Regulations Handbook and Employee Policies and Procedures Handbook. All teachers are expected to greet children/families, meet the needs of, and provide a safe, healthy environment for all children.

Essential Job Functions

Daily Responsibilities will include, but are not limited to:

- Use integrity and a Christ-like attitude toward children, families and co-workers
- Use and Promote Conscious Discipline
- Communicate and co-lead in a professional manner
- Keep clean and sanitary work spaces throughout the day
- Treat each child/family with respect
- Assess each child's stage of progress
- Communicate with parents and leadership appropriately
- Attend all staff meetings and trainings
- Attend any after hours programs i.e. Christmas Programs and Graduation
- Notify leadership of any absences at least 2 hours before scheduled
- Sweep and mop classrooms at the end of the day
- Clean up any messes that may be made throughout the day including, but not limited to bodily excretions, blood and food
- Use the provided tablet to document each child's activities throughout the day
- Always know the number of kids in the room

Additional Job Functions

Additional Job Functions include, but are not limited to:

- Share new ideas with co-teachers including craft idea and bulletin boards, etc.
- Discuss concerns with Teacher Trainer concerning curriculum and safety
- Ask for help when needed

Minimum Qualifications

- Hold a current CPR/First Aid certification
- Obtain 15 hours of training per year
- Have a high school diploma, high school transcripts or GED
- Must be 18 years old
- Pass a Maltreatment, Criminal and FBI background check
- Be willing to take a drug test

Physical Requirements

- Must be able to continuously lift and/or carry up to 40 pounds
- Must be able to bend, squat, sit on the floor and stand for long periods of time
- Must be able to endure cold and warm temperatures for up to an hour at a time

Salary

All employees start at a base pay of \$11.00/hour. Merit raises are available after the probationary period.

Full-Time

Thirty-two to forty hours per week will be considered full-time. All hours worked over 40hr/week will be paid at time and a half of the employee's regular rate of pay.

Part-time

All employees hired as part time will be required to work 5 days a week for no more than 32 hours/week.