



**Job Description  
Child Care Teacher  
Newman Catholic Early Childhood Center**

**Mission**

- **Newman Catholic Schools**  
Newman Catholic Schools provides excellence in education in a Catholic environment and enhances the personal and spiritual growth of our students to meet life's challenges.
- **Newman Catholic Early Childhood Center**  
Newman Catholic Schools offers a quality, nurturing early childhood program that meets each child's individual needs and strives to be a place where teachers and families work together.

**Licensed Child Care Teacher Reports to:**

- LCC Administrative Site Director
- Child Care Administrative Assistant/Teacher in Charge/or NCS President in the absence of Site Director.

**Basic Job Summary, Qualifications and Expectations**

**Position Summary**

This position requires a person who is able to plan and carry out a daily curriculum designed to meet the physical and developmental needs of a group of young children; it also requires the ability to maintain and take charge of a group of young children. A candidate must also be willing to mentor other staff.

**Education/Experiences**

- Complete a minimum of two noncredit or two for-credit department-approved courses in early childhood education and fulfill the state requirements.
- Attend and fulfill continuing education requirements per DCF 251.
- Maintain current certification from The Registry.

**Special Skills Required**

- This person needs to be sensitive to the needs of individual children and relate well to children, parents and co-workers.
- Flexibility is a key element for this position.
- Regular and punctual attendance is necessary to meet required adult-to-child ratio.

**Job Description**

- Supports the vision, mission, and beliefs of Catholic School Education, infant care through Grade 12
- Follows DCF regulations, Newman Catholic Early Childhood Center and Newman Catholic Schools Employee/Parent Handbook policies and procedures
- Maintains a positive relationship with supporting Parishes
- Maintains professionalism in all aspects of the job

- Displays good organizational skills
- Proficient in the use of technology (i.e. email)
- Possesses good oral and written communication skills
- Respects confidentiality and handles confidential information appropriately
- Plans and implements activities to meet the individual and group needs of the children
- Prepares materials in advance of the time they are needed for children's activities or projects
- Writes weekly lesson plans webbing curriculum around the individual child's stage of development
- Submits a copy of lesson plans to Assistant Director/Site Director one week before implementation
- Submits a requisition for consumable supplies after taking inventory of onsite classroom materials and in storage areas
- Keeps classroom neat and organized at all times. Eliminates all clutter.
- Washes and sanitizes toys and other equipment according to classroom schedule. Each classroom must devise its own sanitizing schedule and give a copy to the Assistant Director/Site Director.
- Supports and implements positive child guidance policies and objectives. Uses conflict as an opportunity for learning; tells a child what to do, not what not to do
- Respectfully interacts with children, and provides a calm, nurturing and safe environment
- Cell phones prohibited in classroom during child contact time
- Encourages children to develop and use problem-solving skills
- Encourages the development of each child's positive self-esteem
- Works cooperatively with all members of the Newman Child Care team and Newman Catholic School System staff for the safety and welfare of the children
- Takes the children outside/to the gym on a daily basis for large muscle activities (except in inclement weather)
- Knows the whereabouts of each child in their care at all times. Knows the teacher-to-child ratio at all times
- Maintains documentation regarding accidents, illness, behavioral, dispensing of medications and logs medication in appropriate manner per DCF 251
- Demonstrates knowledge and participates in tornado, fire and intruder drills
- Reports maintenance needs to Assistant Director/Site Director
- Must be physically able to be involved in children's activities, provide adequate supervision, and be able to respond to children's needs quickly
- Desires to grow as a professional by attending annual continuing education requirements per the state licensing regulations. Full time requires 25 hours of continuing education and part time requires 15 hours of continuing education
- Attends mandatory staff meetings
- Maintains flexibility in hours. May be asked to come in early, stay late or shorten breaks due to the needs of the center
- Participates in the parent events, Christmas programs, open houses and any other event important to the Center's function
- As mandated-reporters, an employee at an Early Childhood Center who knows or has reasonable cause to suspect that a child has been abused or neglected, shall immediately contact the county department of social services or human services or a local law enforcement agency. Consulting with administrative director is preferred
- Performs other duties as assigned by the Assistant Director/Administrative Site Director

**Work Hours**

- This position is hourly. Work hours may vary per week.

**Evaluation and Assessment of Job Performance**

- Employee will be evaluated within the first 60 days, 90 days and will again be evaluated on an annual basis.
- Evaluation will contain two components: Self-Assessment and Assessment by Direct Supervisor or by delegate

I have read and received a copy of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date