Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Childcare Master Teacher**

Qualifications: Must be 18
Must be able to pass a background check and Joshua list check
Must have valid ID. This is a safety sensitive position as it includes direct childcare. (subject to drug testing)

Credentials: CDA, CCP, Certificate of Mastery Associates or Bachelors in ECE or Oklahoma Competency Certificate. Master teacher qualified

Education: High School Diploma or GED

Training or Experience Require: 1-year of childcare classroom experience preferred.

Special Skills, Knowledge, Abilities: Communication skills, data recording/record keeping, ability to us machines such as computer, iPad, copier, laminator

Site: Moore Public Schools Child Development Center

Reports To: Family and Community Support Specialist

Job Goal (Purpose of Position): Perform basic tasks and required needs for children in care. Provide a safe and nurturing environment. Fosters a love for learning. Prepare children for future academic success. Conduct regular observation and assessment of children.

Other Performance Measures: Successful performance of the job will require you to implement daily lessons with the children in your classroom. Always keeping constant supervision in your class as well as teaching them problem solving skills. It requires the following of safety guidelines and policies to reduce accidents or injury to self or to students. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative and effective problem solving are important to the success of the position. The job will also require customer service skills to resolve problems with and provide information to parents, other employees, students and community stakeholders as requested.

Essential Job Functions (not limited to):

1. Maintain the health, safety and well-being of the children in your care by providing a clean environment with constant supervision and positive interactions throughout the day.
2. Complete documentation for all incident/accident the same day as they occur and notify management immediately.
3. Serve meals and snacks daily. Eat with the children and interact during mealtimes.
4. Maintain records such as but not limited to daily attendance, filling out accident/ incident reports as well as entering data for each child daily sheet.
5. Meet and maintain all state licensing requirements and qualifications. Always comply with policies and procedures.
6. Attend all required staff meetings and trainings.
7. Maintain confidential information to include but not limited to PII, HIPPA and other intellectual property. Must understand the importance of keeping all confidential information.
8. Maintain a physical environment conducive to children's growth and development.
9. Maintain a pleasant comfortable atmosphere for other staff and children.
10. Help children learn to adapt to and cope with real life situations.
11. Help develop appropriate habits such as dressing, eating, napping and personal hygiene.
12. Prepare, create and implement approved curriculum. Reinforce skill learning based on individual needs. Assist all students with the curriculum as needed.
13. Assure that all equipment and materials are accessible, appropriate and in good condition. If not notify management.
14. As required, assist children in your care with hygiene/ bathroom functions, eating, dressing and diaper changing.
15. Perform housekeeping duties within the classroom to ensure a clean and neat environment.
16. Oversee outdoor play.
17. Maintain flexibility and understanding of the demands of the program including scheduling and classroom assignments.
18. Maintain a positive attitude and willingness to work with others.
19. Hold Bi-annual parent teacher conferences.
20. Report to work at scheduled time and maintain good attendance.
21. Provide supervision guidance and coaching to assistant teachers.
22. Perform other duties as assigned.

Physical/Mental Requirements and Working Conditions: This job will require frequent bending and occasional to frequent squatting, reaching above shoulders, pull, push or lifting 50lbs. Must be able to supervise children in the classroom and outdoors. Must be able to assist children with normal activities. Employees must possess manual dexterity/visual ability to maneuver and operate equipment, write, cut, draw, and complete forms. Must be able to hear quiet voices and read body language and provide instructions.

Term of Employment:	Hours equivalent to 182 days (1456 hours) or Hours equivalent to 261 days (2088 hours) Schedule determined by Family and Community Support Specialist
Salary:	Child Development scale, Category D
Evaluation:	Performance of this job will be evaluated in accordance with DHS Policy to maintain 5-star standards.

Approved 03/10/2025