

Kama'aina Kids JOB DESCRIPTION

JOB TITLE: Teacher I, II, or III

REPORTS TO: Center Director, Preschool Division Director, President of Kama'aina Kids

POSITION SUMMARY: Plan and carry out daily program and activities for a group of preschool age children

SUPERVISES: May work with and supervise an aide

ESSENTIAL FUNCTIONS & RESPONSIBILITIES: (fundamental teacher responsibilities)

1. Establish and maintain a learning center environment that supports the growth and development of children.
2. Plan and conduct developmentally appropriate daily activities for children.
3. Turn in written lesson plans according to schedule established.
4. Plan excursions as required by group needs with Center Director's guidance.
5. Observe, record, and report significant individual and group behavior.
6. Be responsible for written communications to parents, notes, newsletters, end of year written report on children.
7. Establish a safe and healthy nurturing environment for children.
8. Supervise children for safety.
9. Attend staff meetings, school programs, In/Service Training.
10. Display teaching excellence for other staff; role model, share professional and technical information.

SECONDARY JOB FUNCTIONS: (task that can be delegated)

1. Arrange excursions as required by group needs.
2. Write up lesson plans
3. Write communications to parents; notes, newsletters, year end report.
4. File out injury reports.
5. Set up classroom daily and prior to Fall and Summer sessions.
6. Change diapers and/or wet or soiled clothing.
7. Keep the environment clean and orderly; bend and pick up toys, wipe tables, and chairs, etc.
8. Answer the telephone and record messages according to format.

ADDITIONAL REPONSIBILITIES: (expected of all staff)

Relate joyfully and sensitively to children.

Greet parents cheerfully.

Greet children individually, warmly, and cheerfully.

Give loving personal attention to children when they need it; comfort crying, dry tears, wipe noses, give hugs, and reassurance.

Be conscious of cleanliness of children; soiled clothing must be changed, children's hands and faces kept clean.

Report all signs of illness, injury, unusual behavior, or possible abuse to the Center Director.

Use group management and discipline that is positive, appropriate, and consistent.

Maintain a positive attitude toward children, parents, and coworkers.

Communicate with children, parents, coworkers, and directors.
Work cooperatively with director and other staff towards maintaining a quality program for children.

PERSONAL DEMANDS OF THE POSITION:

Emotional maturity and stability.
Emotional stamina to work positively with young children for the length of schedule workday.
Mental stability; patient, flexible, sense of humor, positive, consistent, dependable cooperative.
Sufficient security and judgement to handle crisis situations.
Able to take supervision and correction constructively.
Able to positively supervise aides and other personnel when required.
Clean personal hygiene.

PHYSICAL DEMANDS OF THE POSITION:

Bending, squatting, kneeling, crawling, sitting on low chairs or on the floor.
Lifting children weighing up to 45 pounds.
Pushing, pulling, lifting furniture.
Detecting unsafe situations by sight or sound.
Moving quickly to intervene in unsafe situations.

POSITION CONTENT:

This job description is not intended to be and should not be constructed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify; add or remove duties and assign other duties as necessary to meet the needs of the children, the program, and the center.

QUALIFICATIONS: (For Levels I, II, III)

Clear a local and national criminal background check
Clear an employment history check
Free of TB
At least 18 years of age

EDUCATIONAL QUALIFICATIONS:

Teacher III: a four year degree in Early Childhood Education or Elementary Education with and ECE (Early Childhood Education) specialty; or a four year degree in a related field plus 12 credits of ECE and six months experience working in preschool group care; or post graduate work related to preschool children. A Teacher III designation must have Main Office approval.

Teacher II: a two year or four year degree in ECE; or a four year degree in Elementary Education plus six credits of ECE and six months experience working in preschool group care; or a two year or four year degree in a related field plus 12 credits in ECE and six months experience working in preschool group care; or CDA (Child Development Associate certification) and two years experience working in preschool group care.

Teacher I: Assistant Teacher qualified (some college, some ECE credits, some experience) and teaching a group on a waiver from DHS Licensing. Currently going to college taking ECE classes.

PREFERRED QUALIFICATIONS: (other helpful qualifications)

Hold a current first aid certificate