

Little Jewels Childcare and Enrichment Center  
Job Description

**Title:** Teacher

**Department:** Child Care Center

**Report to:** Center Director

**Position Description:** The Classroom Teacher is responsible for the day-to-day academic and social-emotional growth and development of the children in their care, which may include infants, toddlers, or preschool aged children. They are responsible for developing a partnership with parents/guardians and encouraging parental participation and involvement in the program. The teacher is responsible for developing and implementing the lesson plans, student assessment, and education and transition plans. The teacher is responsible for complying with all state and local licensing codes and regulations. The teacher will be responsible for networking with appropriate agency resources.

**Essential Responsibilities and Duties:**

- Create and implement age appropriate, daily lesson plans in accordance with the Nebraska Early Learning Guidelines and curriculum.
- Assure a healthy, safe, clean, and developmentally appropriate environment for children.
- Prepare developmental progress reports as necessary.
- Maintain appropriate training hours as required by Little Jewels and Nebraska Child Care licensing.
- Provide a classroom environment that encourages parent participation.
- Assist with functioning and monitoring of food services.
- Perform on-going evaluation of children's developmental progress.
- Provide direct instruction that meets the needs of all students.
- Participate in the Multidisciplinary Team and Individual Education Plan process with the school district and ESU6.
- Coordinate transitions and help families from home to child care, classroom to classroom, and preschool to kindergarten.
- Maintain accurate and timely records. Complete meal and attendance records.
- Reports any symptoms of child abuse or neglect to supervisor and child abuse hotline.
- Complete curriculum and classroom training.
- Responsible for supervising assistant teachers and volunteers.
- Exhibit an understanding of Little Jewels' vision and mission by adhering to all policies and procedures relevant to employment, and to child and family treatment.
- Handle sensitive and confidential matters and documents; must maintain parent, child, financial, staff, and agency confidentiality.
- Represent Little Jewels in a positive and professional manner.
- Comply with all licensing standards and report any non-compliance to the center director.
- Lead/assist with monthly parent meetings.
- The teacher may be required to carry out or assist in other tasks.

**Qualifications:**

- One of the Following
  - Bachelor's Degree with valid Nebraska Teacher's Certification.
  - Associate's Degree in Early Childhood Education or Child Development
  - High school Diploma and 1500 verified hours in activities for young learners or two years of teaching experience in an Early Childhood Classroom: Teachers must provide documentation of classroom hours prior to hire.
- Must have the ability to stoop, bend, reach overhead, lift 35 pounds, and stand for extended period of time.
- Demonstrate effective communication skills.
- Must pass background checks and drug screening.

Notice of resignation: 30 days written notice.

Revised July 17, 2020

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_