

KAW NATION

POSITION DESCRIPTION

TITLE: Day Care Teacher (full-time)

IMMEDIATE SUPERVISOR: CCDF Director

CONTROLLING SUPERVISOR: CHAIR

QUALIFICATIONS:

This person must be at least 18 years of age, must have or working on obtaining CDA. Must have experience working with young children, Must have or be willing to complete certification in First Aid and CPR. Must have the ability to pass an illegal drug screening upon employment and random drug testing throughout employment. Ability to pass an Oklahoma State Bureau of Investigation background check. Cannot have been convicted of or pled guilty to any of the following: Child Abuse or Neglect, Possession, Sale, or Distribution of an illegal substance, Sexual misconduct of any form and Assault and Battery. Applicant must be willing to gain more knowledge, training, and experience in childhood development.

RESPONSIBILITIES:

The Teacher will be responsible for maintaining a safe and nurturing learning environment for children placed into his/her care. The Teacher must promote the Kaw Nation Day Care Center in a positive way to parents and the community.

1. Be responsible for developing and implementing lesson plans with continuous monitoring.
2. Maintains a safe and clean indoor and outdoor environment.
3. Monitors children in the classroom and on the playground at all times. At no time shall any child be left unsupervised. Staff must maintain constant vigilance.
4. Must be willing to perform all duties inherent in a childcare setting.
5. Must adhere to the Kaw Nation Daycare Policies and Procedures and Staff Handbook.
6. Must observe strict confidentiality regarding children, families and staff and will make parents aware of this policy.
7. Must provide a nurturing, supportive, and positive classroom climate that encourages student learning
8. Attend local, state, regional and national child care meetings/training when deemed appropriate.
9. Complete any other duties assigned by the CCDF Director or Administration.