Children's Learning and Care Center
Position Description and Duties
Teacher

1. Serve as the teacher in an assigned classroom (Infants, Toddlers, Twos, Threes or Fours, School Age
2. Plan, coordinate, and implement the developmentally appropriate care of children in the classroom to which she/he is assigned…
    a) infants - ages newborn to one year
    b) toddlers - ages one year to two years
    c) twos - ages two years to three years
    d) threes - ages three years to four years
    e) fours – ages four to five years
    f) school age – five to eight years

    Including the development and implementation of an educational curriculum, timely and developmentally appropriate assessment of the children and their progress in the program, conferencing with parents twice yearly, contributing to the Center newsletter
3. Assist with the care of other groups at opening, closing, lunch breaks and other times when necessary.
4. Communicate competently with children's parents/guardians
5. Direct the student childcare aides in his/her area under the supervision of the Center Director
6. Work cooperatively with other Center staff and participate in weekly staff meetings
7. Maintain continuing education requirements according to *State Licensing Rules for Group Child Care Centers*
8. Open/close the facility as needed; maintain established standards of operation when acting in the capacity of the on site-in- charge staff person
9. Assist in the compliance of State Licensing Rules and AdvancEd Accreditation Standards
10. Carry out other duties as assigned by the Center Director
11. Specific lunch and break times are scheduled in a group staff meeting in order to plan sufficient classroom coverage and accommodate individual needs.
12. Vacation days are scheduled on a first come first serve basis considering individual and classroom needs and negotiating on days when necessary.
13. A *Leave of Absence* is arranged through the Center Director. Vacation days and sick leave may be used for paid leaves of absence.
14. Submit a monthly UW System Time and Absence Report by the 5th of each month for Center Director approval.
15. Teachers work Full Time, (between 7:00AM and 6:00PM - exact shift times to be determined) with the exception of the Ready 4 Learning Teacher who works for the nine month school year and the School Age Teacher who works from approximately 2:45PM-6:00PM for after school care and the school age summer program.

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The Children's Center is committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students, and is an AA/EEO Employer.