



## Corvallis Community Children's Center

Job Description: Teacher  
Supervisor: Site Director  
Persons Supervised: None  
Classification: Non-exempt

### MINIMUM QUALIFICATIONS:

- Combination of education and/or experience that meets one of the Child Care Division's options for minimum qualifications for Teacher. (See *Rules for Certification of Child Care Centers*, Oregon Administrative Rule 414-300-0090).
- Strong oral and written communication skills.
- Physical ability to perform required duties including maneuvering at least 25 pounds, kneeling, bending and sitting on floor to attend to children's needs.
- Enrollment in the Criminal History Registry (to be maintained throughout employment).
- To be completed within 30 days of hire and renewed as required:
  - Benton County Food Handler's permit.
- To be completed within 90 days of hire and renewed as required:
  - Age-Appropriate First Aid and CPR certification
  - Child Abuse Recognition & Reporting Class

### PREFERRED QUALIFICATIONS:

- Associate's or Bachelor's Degree from a college or university in Early Childhood Education, Child Development, Elementary Education, or Special Education AND work experience in a certified child care center or comparable group care program.
- Enrollment in Pathways and/or the Oregon Registry professional recognition system.

### JOB SUMMARY:

- Implements daily child care activities in assigned classroom(s) and/or Program Area (Infant/Wobbler/Toddler or Preschool/PreKindergarten) under direction of Head Teacher.
- Implements curriculum plan developed by Head Teacher for assigned classroom(s) and/or program area.

### DUTIES AND RESPONSIBILITIES:

Classroom:

- Facilitate the cognitive, social and physical development of each child in assigned classroom and/or age group by::

*Teacher 103006*

- Supervising and monitoring children individually and as a group at all times (classroom, field trips, playground).
  - Implementing daily activities for children based on written lesson plan developed by Head Teacher, in accordance with the philosophical beliefs of CCCC, CCD regulations, and knowledge of individual children's needs and interests.
  - Maintaining a clean, safe and attractive learning environment on assigned or rotating basis.
  - Recording complete and timely attendance and meal counts on each child in assigned classroom.
  - Assisting children with routines including meals and personal care (diapering, toileting, hand-washing and resting) as appropriate to the age and development of each child.
  - Observing classroom dynamics and each child's growth and development, maintaining written records, and sharing any concerns or significant events with Head Teacher.
  - Following CCCC's *Guidance & Discipline Procedures* to address challenging or inappropriate classroom behavior.
- Respond appropriately to crisis or emergency situations that may occur, including accidents or injuries, and properly document any such incidents.
  - Record daily routines, activities, and any incidents or concerns on each child's written daily report on assigned or rotating basis.
  - Follow all state policies and regulations related to the provision of child care.

#### Parents and Families:

- Participate in formal and informal parent conferences as requested by Site Director or Head Teacher.

#### Program:

- Maintain the confidentiality of information on each child, family, and staff member, in and out of the Center.
- Participate in team meetings at the Center as scheduled and in monthly all-Center meetings.
- Provide feedback to support evaluation process of teaching team members.
- Notify Site Director if unable to work as scheduled and follow established procedures to obtain shift coverage as described in *Employee Handbook*.
- Communicate to Site Director any concerns or suggestions regarding operation of the child care program including staff performance, morale, professional goals and development, parent concerns, and maintenance of the facilities.
- Comply with child abuse reporting laws and CCCC reporting policies.
- Maintain membership in professional associations and required continuing education.
- Perform other duties as assigned by supervisor.

## ADDITIONAL RESPONSIBILITIES

CCCC provides general guidelines for all employees to implement consistent expectations for all staff, maintain a professional environment, and provide a model early childhood education program for the children and families.

Classroom:

- Interact appropriately with each child.
- Make sure each child is safe and included in the routine caregiving and program activities.
- Follow health and safety policies, and make improvement recommendations to supervisor.
- Be familiar with and implement procedures required for operation of a child care center in the State of Oregon.

Parents:

- Interact with parents in a friendly, supportive manner.
- Protect the confidentiality of all information on each family and child.

Center:

- Carry out assigned duties and responsibilities in a prompt and efficient manner.
- Protect the confidentiality of all information on each staff member.
- Maintain regular and open communication with other staff members and provide feedback at appropriate times and in a tactful manner, avoiding gossip or rumors regarding children, families, other staff, or CCCC operations.
- Follow appropriate written venting and/or grievance procedures to address problems and concerns.
- Keep supervisor informed of significant communications or events concerning children or families.
- Discuss needs for training or professional development with supervisor.
- Report to work on time and properly sign in and out daily.
- Attend and participate in functions concerning the centers as requested by supervisor.

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Employee Signature

Date

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Supervisor Signature

Date