

YWCA St. Joseph Discovery Childcare

Job Title:	Childcare Teacher
FLSA Status:	Non-Exempt
Reports to:	Childcare Director

Job Purpose

To promote quality childcare and model developmentally appropriate practices that reflect the Early Head Start performance standards and the State of Missouri licensing regulations.

Primary Duties and Responsibilities

- Establish and maintain a clean, safe, healthy positive and comfortable learning environment.
- Organize basic care tasks and routines consisting of procedures to fulfill the child's personal needs.
- May rotate between classrooms as needed or interact one on one with a child.
- Model appropriate adult to child, adult to adult interactions/behavior. Support the social and emotional development of children along with demonstrating positive parent communication.
- Handle discipline promptly and in accordance with state policy on discipline.
- Participates in appropriate year round in-service programs.
- Reports any problems to immediate supervisor.
- Attends work regularly. Regular attendance is a must to maintain a consistent, well-working program.
- Physically interact with children on their level, which includes moving and reacting quickly when necessary to ensure the safety of children.
- Accurately complete records, reports and all required paperwork by established deadline.
- Implement the daily program in accordance with the policies and philosophy of CAP procedures, EHS Performance Standards, Licensing Regulations, YWCA and Discovery Childcare program policies, and professional standards.
- All other duties as assigned.

Qualifications

- High School diploma or equivalent and CDA or willingness to obtain CDA.
- Ability to pass Child Abuse/Neglect and criminal background screenings.
- Ability to pass required physical exam and TB assessment.
- Experience in licensed childcare setting, 2-3 years preferred.
- Ability to read, write and complete forms using necessary math.
- Basic computer skills.

Working Conditions

- 40 (Forty) hour workweek with flexibility regarding days/times to accommodate staffing needs and maintain required adult/child ratio.
- Employee works in licensed childcare facility and is protected from weather conditions and contaminants.
- Some evening/weekends may be required for staff meetings and/or training.

Physical Requirements

- Standing or sitting for long periods, bending, stooping and lifting, generally not to exceed 50 lbs.
- Ability, on a consistent basis, to perform activities requiring cooperation, instruction, or speaking with others.
- Ability to communicate effectively in person with program participants, funders, and staff.

Personal Characteristics

The successful individual will demonstrate the following:

- **Behave Ethically:** Understand ethical behavior and professional boundaries and ensure own behavior is consistent with professional ethical standards.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the organizations goals of empowering women and eliminating racism.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand and respond to the needs of consumers.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the consumer and the organization.
- **Organization:** Set priorities, develop a work schedule, and monitor progress towards goals and track details/data/information/activities.
- **Technological Aptitude:** Understand software applications and maintain skills necessary to effectively perform key responsibilities through use of company utilized programs.

**Competitive Salary and fringe benefits. YWCA St. Joseph is an equal opportunity employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. *EEO*
*AAP***