

SUNRISE RECREATION AND PARK DISTRICT CLASSIFICATION SPECIFICATION

JOB TITLE: **Day Care/Pre-School Teacher
(Hourly Intermittent)**

DIVISION: **Recreation and Community Services**

CLASS DEFINITION:

On a daily basis, plans and implements age-appropriate curriculum at an assigned day care or pre-school site; stimulates the interest of program participants while teaching and supervising program activities; maintains safe, secure, clean and orderly classroom and playground environments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Day Care/Pre-School Teacher classification are temporary employees and may not advance to permanent status in any District job classification. Hours of work vary based on the daily census of program participants. This classification is distinguished from the Head Teacher classification by the expanded scope and complexity of duties and responsibilities and the higher level of independent judgment and authority exercised by an incumbent classified as a Head Teacher.

SUPERVISION RECEIVED/EXERCISED:

The Day Care/Pre-School Teacher classification receives immediate supervision from the Day Care Site Director, Assistant Day Care Site Director, and/or Head Teacher. Incumbents provide functional direction to a paid Teacher's Aide and/or unpaid volunteers.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plans and implements age-appropriate curriculum, events and recreational activities at an assigned day care or pre-school site; configures classroom and furniture to accommodate planned activities and student population
- Provides direct supervision to children in the classroom and on the playground; actively works towards maintaining positive student relations while following established disciplinary procedures
- Stimulates student interest while teaching and supervising program activities
- Ensures the safety, security, cleanliness and orderliness of classrooms, playground, food preparation and bathroom environments

- Notifies Day Care Director of any problems encountered with site maintenance, children and parents and recommends appropriate resolutions
- Promotes and enforces safety procedures including proper use of playground equipment; renders first aid as required
- Tracks and documents arrival and departure times of program participants
- Tracks and documents classroom supply levels and reports the need for replacements to the Day Care Director
- Performs other job-related duties as required

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Performs administrative work to support program operations, or special assignments as assigned

EMPLOYMENT STANDARDS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

Education and Experience Guidelines:

- At least six (6) months of work experience in a licensed child care center or comparable group child care program, working at least three (3) hours per day for a minimum of fifty (50) days in a six (6) month period as a paid or volunteer staff member, under the supervision of a qualified teacher or director;
- Equivalent to completion of the twelfth (12th) grade supplemented by completion of twelve (12) units in early childhood education, recreation, elementary education, or related field; OR six (6) units completed and enrolled in at least three (3) units per semester until twelve (12) units are completed

Knowledge of:

- interests, capabilities, disabilities and age-appropriate recreational activities for elementary school-age children
- effective methods of planning and implementing age-appropriate recreational activities, programs and special events for children
- Title 22 regulations guiding day care program operations and activities
- basic first aid, health, hygiene and safety practices
- appropriate methods for classroom management and disciplining children
- principles and practices of good customer service
- techniques of effective interpersonal communication

Ability to:

- lead and direct a group of children participating in day care program activities
- learn, understand, and explain District and program policies, rules and procedures
- maintain attention to detail in a work environment of frequent interruptions
- follow oral and written instructions
- communicate effectively with persons of all ages
- supervise children, participate in program activities, chaperone field trips and/or perform exercises with children
- exercise tact, judgment and patience in dealing with children, parents and staff
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform custodial tasks including straightening rooms, wiping surfaces, emptying trash cans, sweeping and mopping floors, lifting and stacking chairs, vacuuming and disinfecting bathrooms
- perform essential duties of job without causing harm to self or others

Licenses/Certification Required:

- Current certification in Adult and Pediatric First Aid, CPR and AED is desirable

WORKING CONDITIONS:

Environmental Conditions:

Incumbents perform job duties primarily in a temperature controlled classroom environment and in close contact with children of various ages, their parents and other District staff. Incumbents are occasionally exposed to varying climate and temperature conditions, including heat and cold and frequently travel to various program sites or on field trips in a vehicle. Incumbents are exposed to dust, constant noise and chemical cleaning solvents on a daily to weekly basis.

Physical Conditions:

Essential duties of a Day Care/Pre-School Teacher requires the ability to sit for extended periods; repetitive use of feet and hands and finger dexterity; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to see to supervise children and view objects within one to twenty feet and to differentiate basic colors and shades of color; to maintain body equilibrium to prevent falling on, slippery surfaces; to twist, climb, stoop, kneel, crouch, stand, run and walk; to place hands in water to perform cleaning tasks; to use hands and arms to reach in any direction; to lift, carry, push, pull, and grasp a variety of objects weighing between 5 and 25 pounds on a daily basis.

OTHER:

FLSA STATUS: Non- Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be

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made to enable qualified individuals with disabilities to perform the essential job functions.

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