



# SHIOCTON CHILD CARE CENTER

## Lead Classroom Teacher Job Description

At the Shiocton Child Care Center, we believe that, from birth, all people are capable and competent. Since each child is different, these differences must be accepted and encouraged so that each may discover in their own way. Each child will learn and develop in a unique way. The Shiocton Child Care Center's curriculum follows weekly themes chosen with the interest of the children. The role of the teacher is to support and extend children's learning by listening, asking open-ended questions, engaging in conversations, and challenging children to explain their thinking. A Lead Teacher's responsibilities are included but not limited to:

- Supervise and monitor the safety of children.
- Serve meals and snacks to children.
- Change the diapers of all children using diapers or pull-ups.
- Organize frequent bathroom breaks for all children who are ready and able to use the toilet.
- Follow classroom schedule and lesson plans
- Keep rooms in neat order. Toys, games, puzzles, etc. are to be picked up and placed in their respective areas when not in use.
- Wash and disinfect all hard, plastic toys utilizing the lunchroom dishwasher weekly.
- Maintain an organized and picked up room prior to playground time.
- Wash tabletops with soapy water and sanitizer prior to and following meals and snacks and after messy art projects as needed.
- Wash changing tables/pads using proper sanitizing procedure after each diaper change.
- Wash tables and chairs, faucet handles, and changing tables with soapy water and disinfect with Sanispray after every group use. The Sanispray must be left on the surface for at least ten (10) minutes before wiping dry with a clean rag.
  - Wash appliances as needed
- Sanitize floors, shelves, doorknobs, and other surfaces often touched by children at least once a day whenever soiled.
- For toys that children (particularly infants and toddlers) put into their mouths, allow the child to finish playing with it, and then place the mouthed toy into the dirty toy bin. These toys will be sanitized daily.
- Launder soft materials and crib/cot sheets.
- Maintain compliance with the Department of Children and Families, including but not limited to:
  - Attending monthly staff meetings and other required staff gathering such as professional development and trainings
  - Draft lesson plans with age appropriate and developmentally appropriate learning activities utilizing the Wisconsin Model Early Learning Standards; secure all resources necessary for effective execution of learning activities
  - Meet continuing education requirements
- Evaluate and assess students' growth and development.
- Conduct biannual parent teacher conferences as laid out by the Department of Children and Families.
- Set goals for each student monthly.
- Document incidents/accidents that occur in the center.
- Collaborate with outside agencies and support personnel such as therapists, trainers, educators, administrators.
- Participate in regular meetings with the Center Director.
- Participate in annual performance reviews.
- Delegate responsibilities to the assistant.
- Monitor daily routines through the parent communication app, Tadpoles.
- Perform physical movements required to meet needs of children (See chart on next page)
- Other duties as assigned.

## PHYSICAL REQUIREMENTS

The Lead Classroom Teacher performs a variety of tasks and duties that require physical movement such as running, walking, lifting, bending, stretching, and the like. Below is a list of some of those physical movements and the frequency with which such will need to be performed. NOTE: this is not an all-inclusive list.

	Sometimes	Frequently	Constantly
Lifting objects greater than 10 pounds		X	
Lifting objects greater than 50 pounds	X		
Lifting objects less than 10 pounds		X	
Standing			X
Walking			X
Running	X		
Bending		X	
Kneeling		X	
Sitting	X		
Climbing	X		
Squatting		X	
Reaching		X	