

PACELLI CATHOLIC SCHOOLS

Job Description

**PACELLI CATHOLIC SCHOOLS TIM COPPS EARLY CHILDHOOD CENTER
CHILD CARE LEAD TEACHER**

QUALIFICATIONS:

- Associate degree in Early Childhood and at least 18 years of age
- Must have at least 240 hours of experience as an Assistant Childcare Teacher in a licensed center or other approved early childhood setting
- Must meet all the requirements set by the Wisconsin DCF for a Child Care Teacher as listed in the Wisconsin Administrative code 251
- Demonstrates skills for organizing ideas and presenting them with clarity and conciseness
- Able to establish and maintain working relationships based on mutual confidence and respect
- Able to identify problems and their resolution
- Demonstrates sound judgment
- Socially competent
- Adaptable, flexible, patient, reliable
- Sensitive to children's social, emotional, and physical development
- Good communication skills
- Self confident, with emotional maturity
- Cheerful, possesses a sense of humor
- Trustworthy; ability to maintain and ensure confidentiality of sensitive information
- Able to accept constructive criticism
- Dresses appropriately by following the PCS staff dress code
- Demonstrates loyalty to school, system, Diocese
- Member in good standing with The Registry and have a level of at least a 9

REPORTS TO: PCS Tim Copps Early Childhood Center Director

GENERAL AREAS OF RESPONSIBILITY:

- To plan, implement, and supervise the daily activities for a group of children
- Create and implement lesson plans, calendars, and daily schedules that are developmentally appropriate for the age group in which you are teaching
- Provide a good Christian model and example in one's attitudes and actions
- To observe and assess the progress of the children in your classroom
- Create the proper learning environment in the classroom
- Create a warm and loving atmosphere
- Set age appropriate objectives and work with each child individually and as a group to meet those objectives
- Keep all paperwork current
- Attend all monthly staff meeting
- Participate in aspects of professional growth and complete 15 hours of continuing education each year.
- Assign responsibilities to child care assistants working in classroom
- Maintaining the general cleanliness of the classroom
- Perform all other duties as necessary to the position and as specified by the Director

PCS Tim Copps Early Childhood Center Director Signature

Date

Child Care Lead Teacher Signature

Date