



Job Description for Child Care Teacher/Caregiver

The person selected for this position will be responsible for the general supervision and management of a group of 4-18 children between the ages of 6 weeks – 12 years of age.

Qualifications: This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with Vivace Music Academy and Learning Center's educational philosophy. A child caregiver is responsible for reporting any concerns to the Director(s).

Responsibilities will include, but will not be limited to, the following:

Specific Duties of the Job

- Assisting in the planning, supervising, and implementing the program for child care in accordance with the policy and philosophy of the center.
- Gearing the program to the needs of the individual children, with concern for their interests, challenges, special talents, and individual styles and paces of learning.
- Assisting in the planning and preparing of the child care environment, setting up interest centers, and preparing needed materials and supplies.
- Supervising the children and treating them with dignity and respect.
- Helping children become aware of their roles as integral members of a group.
- Being responsible for the ordered arrangement, appearance, décor and learning environment in the child care classrooms.
- Helping with general housekeeping tasks.
- Assisting Director in appropriate ways as directed.
- Maintaining professional attitude and loyalty to center at all times.
- Attending all staff meetings and recommended training programs and conferences.

Required Knowledge Skills and Abilities

- Knowledge and experience working with small infants and children.
- Knowledge of safety issues concerning infants and children.
- Knowledge of child illnesses.
- Skills in patience.
- Skills in time management.
- Skills in remaining calm under pressure.
- Ability to be flexible with infant/child routines.
- Ability to react and move quickly.
- Ability to get along with co-workers.
- Be flexible in working with different age groups.
- Be able to lift, push, and carry 40 lbs., sit for 30 minutes and stand for one hour.
- Be able to read stories to the children.
- Be perceptive and aware of all children in your care.

- Be able to communicate properly and effectively with parents.
- Be able to work in all types of environments:
 - Inside and outside.
 - Office, classroom, and kitchen
 - Cold temperatures outside.
 - Steps or stairs.
 - Slippery or uneven working surfaces.
 - Working around moving objects.
 - Irregular work hours.
 - Noise tolerance.

Qualifications

- Be at least 18 years of age
- Meet the qualifications of one of the following:
 - High school diploma and 30 credit hours in education
 - High school diploma, 15 credit hours in education and one year of experience with children
 - High school diploma, GED, and two years of experience with children
 - First aid certification for all Fulltime employees and all employees that are opening or closing a center