

Heppner Day Care, Inc.

Afternoon Teacher Job Description

Essential Duties & Responsibilities:

- Establish a positive, developmentally appropriate learning environment, both indoors and outdoors that supports children 3 – 8 years old
- Develop and implement daily schedule and activities, ensuring activities meet varying levels of development of children in class
- Establish and maintain positive relationships with the children, including but not limited to, calling them by name, getting down on their level, and engaging in frequent conversation with them
- Establish and maintain positive relationships with parents/caregiver, including but not limited to knowing their names, greeting them when they enter the center, sharing something positive about their child, and approach concerns with professionalism
- Maintain accurate and professional records/documentation
- Ensure constant supervision of all children, ensuring ratios are always met
- Consistently provide positive guidance and support, following HDC's Positive Guidance Policy
- Follow and implement Heppner Day Care Center's Policies & Procedures
- Ensure adequate and nutritious meals are provided, during positive, social mealtimes
- Provide support and supervision to Teacher Assistants and volunteers
- Help maintain a clean and sanitized center both inside and outside
- Ensure center complies with State Licensing requirements
- Maintains confidentiality
- Attend staff meetings and trainings as required, including but not limited to trainings required by state licensing (ORO)
- Other duties as required

Education, Experiences and Skills:

- High School Diploma—required
- ECE degree or credit – preferred
- Enrolled in or ability to enroll in Oregon Central Registry
- Have (or obtain within 90 days of hire) CPR and First Aid
- Have (or obtain within 30 days of hire) Food Handler's Cards
- Previous Teaching/Childcare experience, preferably in a licensed center
- Ability to occasionally lift up to 50 lbs.
- Ability to easily get down to children's level, including squatting/bending, and up and down off the floor