



My Friend's House Licensed Childcare

Job Description

Title: Part Time Primary Teacher

The primary responsibility of a child care assistant is to provide support to Primary Teachers. Assistants work to ensure children under their charge are in a safe and comfortable environment and provided with personal care and attention.

This role is a: Full Time (Up to 40 Hrs. per week) Part Time (Up to 20Hrs Per Week)
**This is a part time role, with on call coverage.

Safety & Compliance

Primary Teachers will work with children from infancy through preschool age. In this capacity, a Primary Teacher is responsible for the physical wellbeing of the children he/she works with. This includes making sure the environment is safe and secure and free of hazards that could hurt children. He/She may be responsible for cleaning and disinfecting playthings and work surfaces, carefully monitoring children during play and ensuring children do not hurt one another. When working with infants and young children, the role is responsible for ensuring equipment such as cribs, swings and car seats used for transportation are all in good working order and that children are always safely secured. It is the responsibility of each employee to know, understand, and follow all WAC and RCW outlines through DEL of Washington. Primary Teachers are responsible for following compliance and for reporting any violations or safety concerns to the director of childcare.

Physical Care

A Primary Teacher will be solely responsible for the physical care of children. With infants, this involves feeding, changing, holding and comforting them. For toddlers, this may include helping with restroom use or, in some cases, changing diapers and assisting with personal hygiene, like washing hands. In a private home setting, an Employee may bathe children, help with dressing and assist in the preparation of healthy meals.

Enrichment

A Primary Teacher develops and provides entertainment, socialization and stimulating play activities for the children he/she watches. This interaction varies based on the ages and preferences of the children. Examples of guided play and learning activities include music and movement activities, simple puzzles, drawing and painting, reading and using manipulative toys to enhance motor skills. A Primary Teacher assists in developing and following the facility's curriculum and leading age-appropriate educational and social activities.

Teamwork

A Primary Teacher typically works in conjunction with an assistant. In this capacity, the primary teacher works in tandem with the assistant, providing instructions and taking initiative and providing training and direction in areas as needed.



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Skills:

Communication: In order to effectively interact with both children and parents, it's crucial that Primary Teachers have excellent written and verbal communication skills.

Multitasking: Because daycares are often noisy and hectic environments, it's important that primary teachers multitask effectively and calmly.

Organization & Details: When maintaining documentation, directing art projects, or playing games, good organization skills and attention to detail help Primary Teachers keep everything running smoothly. These skills can also help daycare assistants keep detailed records of the children's activities

Patience: Since children can be loud, easily distracted, and reluctant to follow instructions, teachers must have a high degree of patience and understanding

- Direct implementation of curriculum in a way that is consistent with the unique needs of each child
- Create a safe, nurturing environment where children can play and learn. Have a love for children and a strong desire to make a difference every day.
- Conduct Safety and Security Training and Drills for staff and children.
- Maintain documentation and files.
- Partner with parents with a shared desire to provide the best care and education for their children, provide feedback to parents about their child's day, developmental milestones, and disciplinary issues.
- Support the facility's success by partnering with staff and leadership to achieve goals around enrollment and engagement
- Build and cultivate positive relationships with families, teachers, state licensing authorities, community contacts and corporate partners and create a dynamic environment where play and discovery go hand-in-hand
- Outstanding customer service skills and a drive to demonstrate initiative and leadership

Education & Physical Requirements:

- Employees must be 18 years of age or older
- High School Diploma or equivalent required, 12 months of teaching experience in a classroom or child care facility required.
- Negative TB test on or before date of hire.
- Current Food Handler Permit, or ability to obtain one by date of hire.
- Current CPR and First Aid Certification on or before date of hire, and must be maintained for program compliance.
- Must meet state specific guidelines for the Primary Teacher role and maintain profile in MERIT system, including Federal Background and Fingerprint Requirements.
- Must maintain yearly continued education obligations through STARS, including 30hrs of BASIC Stars and 10hrs on ongoing yearly training. .
- Handle and use cleaning products, tools, and appliances that contain bleach or other chemicals.
- Must be physically able to use a computer with basic proficiency
- Lift a minimum of 40 pounds, occasionally up to 60lbs. Must be able to assume postures in low levels to allow physical and visual contact with children. This includes Climbing,
- Body agility is emphasized including Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, and Lifting. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.



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- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling, **Grasping:** Applying pressure to an object with the fingers and palm, **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- See and hear well enough to keep children safe, and engage in physical activity with children. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The worker is subject to environmental conditions. Activities occur inside and outside. Employees are subject to varying weather conditions and temperatures.

Duties: In order to adequately take care of the children they're charged with, day care assistants perform a wide variety of tasks. You will typically take on these duties and responsibilities:

- **Maintain Daycare Facilities**

It is essential that their environment is safe, clean, and comfortable. That's why Primary Teachers need to oversee the cleaning and organizing the daycare facility at the beginning and end of each day.

- **Play with Children**

Playtime is not only fun for children – it also helps them learn about the world around them, practice social interactions, and develop an array of new skills. So, teachers must be able to consistently and energetically play with small or large groups of children in a safe and controlled manner.

- **Oversight and Clean Up at Meals**

Throughout the course of the day, children must be provided with at least one full meal plus additional snacks. To accomplish this, teachers help serve meals and snacks, supervise the children while they eat, and clean up after mealtime.

- **Promote Personal Hygiene**

Primary Teachers ensure the children under their care stay clean and teach them the importance of personal hygiene habits. Depending on the age of the children in the daycare, this can also involve changing diapers or helping children use the bathroom.

- **Direct Projects and Free Time**

Although children should be allowed to play freely and express themselves through art projects and crafts, they must be supervised at all times. That's why Primary Teachers direct projects, free time, and other activities.