

Garden Lakes Christian Academy
2517 North 107th Avenue
Avondale, Arizona 85323
(623) 936-9147

Position Title:

Teacher/Caregiver; Two Year Old Group Leader. Responsible for the education, safety, health, and well being of thirteen children 24 to 36 months of age.

Essential Job Responsibilities:

1. Responsible for setting up and maintaining a clean, orderly, and safe environment for two year old children:
 - Arrange learning centers, furnishings, and equipment within the assigned room.
 - Clean and disinfect all furnishings and equipment on a continual basis.
 - Wash and disinfect all toys once a week.
 - Wash sheets and linens at least once a week.
 - Check all equipment for safety hazards and report or remove items of concern from area; check floor and play areas for foreign objects.
 - Practice and perform evacuation and emergency procedures for removing children from the center.
 - Assess each child's daily health status. Observe and document any signs of illness, injury, or child abuse/neglect to the center's director. Prepare written report of observations.
 - Administer first aid procedures as may be necessary. Must be able to perform infant/child CPR and choking procedures.
 - Supervise and monitor each child's activities at all times. Secure children's safety.
 - Provide an environment conducive to maintaining the child's feelings of security.

2. Direct and assist children through daily care routines:
 - Follow appropriate diaper changing routine. Wash each child's hands after diapering. Clean and disinfect changing table after each child has been diapered.
 - Arrange storage of child's belongings, including lunch items. Inventory each child's diapering supplies and inform parents when items are needed.
 - Assess child's readiness for potty training. Collaborate with parents to establish a positive training routine.
 - Assist children with self-care routines, such as dressing, feeding, hand washing, toileting, etc.
 - Prepare and serve morning and afternoon snacks. Assist children with feeding and monitor their eating habits.
 - Prepare children for lunch by washing their hands and face. Seat children and serve their individual lunch items. Prepare food and drinks for each child. Assist child with feeding and/or teach children to use spoon or fork to feed themselves. Introduce and encourage children to try new foods.
 - Clean area after snack and mealtime. Wash children's hands and faces, diaper/toilet, and prepare for rest period.
 - Supervise the rest period. Each child should be placed on an individual mat, provided their own blanket, and encouraged to rest. Provide an alternative quiet activity if a child is unable to sleep.
 - Use positive guidance techniques to direct the child's behavior.

3. Plan and deliver developmentally appropriate and child centered instructional curriculum:
 - Write and post weekly lesson plans.
 - Plan the instructional program to meet the needs of the individual child with concerns for the interest, disabilities, special talents, cultural background, and individual styles.

- Model appropriate instructional techniques and behaviors based on child development principles.
 - Develop and construct a variety of learning centers that are developmentally appropriate, including art activities, music, large and fine motor activities, and cognitive activities. Teach children to use manipulative tools such as crayons, paintbrushes, stamping materials, glue stick, etc.
 - Develop and deliver activities that encourage language development, such as storytelling, finger plays, or reading books.
 - Supervise play and instructional activities. Encourage each child's participation.
 - Prepare all instructional materials and equipment.
 - Plan and prepare bulletin boards to enhance the instructional program, showcase the children's activities, or inform parents of center activities.
 - Escort children to and from the playground. Facilitate and supervise outdoor play. Encourage children to participate in large motor activities, such as riding toys, climbing and sliding equipment, sandbox activities, etc.
 - Choose a variety of toys and materials for free play that are developmentally age appropriate. Rotate toys once a week.
 - Inventory and obtain supplies and materials needed to carry out the instructional program.
4. Maintain center policies and procedures:
- Establish and foster positive relationships with parents, community, staff, and students.
 - Demonstrate courtesy, tact, and good judgment to help maintain a pleasant working relationship with parents and staff.
 - Demonstrate consideration, respect, and a warm friendly interest in individual children.
 - Maintain positive communications with staff, parents, and students.
 - Maintain child and parent confidentiality.
 - Greet each child and parent when arriving at the center. Monitor the check in and check out procedures.
 - Record daily attendance.
 - Complete a daily report of child's activities for the parent, including a record of eating habits and elimination.
 - Assess and evaluate the child's progress and/or development.
 - Adhere to all center policies and procedures.
 - Adhere to all policies and procedures established by the Arizona Department of Health Services as they pertain to the care of young children.
 - Secure 12 clock hours of continuing education credits each calendar year.
 - Attend all center sponsored activities including staff meetings, parent/teacher conferences, parent/family activities, and special programs.
 - Maintain a current CPR/First Aid certificate.

Required Knowledge, Skills, and Abilities:

1. Knowledge of child growth and development theories and practices
2. Knowledge of applicable health and safety practices
3. Ability to design and implement developmentally appropriate instructional activities
4. Knowledge of and willingness to support Christian based curriculum and activities.
5. Possess teaching skills and experience
6. Good organizational skills and a commitment to follow through on tasks
7. Ability to communicate effectively in both oral and written form
8. Strong interpersonal skills
9. Ability to work within a team and to work effectively with other people
10. Regular and reliable attendance
11. Physically capable of lifting, holding, or carrying a child weighing up to 30 lbs.

Qualifications:

1. 18 years of age or older
2. High school or high school equivalency diploma and six months child care experience;
3. N.A.C., C.D.A., C.C.P., or C.P.C. credential; or
4. Associate or bachelor degree from an accredited college or university in the areas of early childhood, child development, or closely related field.
5. Qualify for or currently possess a fingerprint clearance card
6. First Aid and CPR Certificate
7. Desire to teach in a Christian environment