



Position Title	Department	Reports to
Day Care Lead Preschool Teacher	Pearce 4 Kids Child Care Center	Rebecca Watson
Employment status	FLSA status	Effective date
☐ Temporary ☐ Full-time ☐ Part-time	☐ Non-exempt ☐ Exempt	

Position Summary

The Day Care Lead Teacher is responsible to instruct students by taking approved curriculum goals and learning objectives and creating experiences that will contribute to the development of each student's physical, social, emotional, cognitive, and spiritual development in accordance with the center's mission.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Provide active and constant supervision and daily care to all children
- Implement activities and experiences according to approved curriculum
- Ensure that all activities offered are carried out in a safe, efficient and motivating manner
- Ensure that classroom is kept clean, neat, organized and inviting to children and families
- Promote self-esteem while encouraging self-help skills
- Promote the daily exchange of information about children's activities to families
- Knowledge and compliance of all state regulations governing the operation of the center
- Interact with colleagues in supportive manner
- Ensure that child assessments and screenings are completed
- Maintain the immediate and on-going supervisory responsibilities of assistant teachers, volunteers and other non-professional personnel who may participate in the classroom.
- Other duties as assigned

Qualifications:

- High School diploma or its equivalence
- Associate's Degree in Early Childhood, Child Development or related field **or** Child Development Associate Credential
- One year of experience related to caring for children
- A desire to serve the Pearce 4 Kids families and further the mission and vision of Pearce 4 Kids Child Care Center
- Desired strengths: highly organized, communication and interpersonal skills, multitasking

Physical Demands

- Able to bend, lift, carry up to 50 pounds, and get up and down off the floor
- Stooping, crawling, kneeling, and sitting on the floor may be required while serving in the day care classrooms

Evaluation and Compensation

The Day Care Infant/Toddler Teacher reports to and will be annually reviewed by the Day Care Program Director. Compensation is reviewed annually by the Pearce 4 Kids Executive Director and Assistant Director of Finance, submitted to the Pearce Church Board for approval.

I have read and received a copy of my job description. I understand this description in no way states or implies these are the only duties to be performed by the employee of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Reviewed with employee by:

Signature: _____

Name and Title: _____

Date: _____

Received and accepted by:

Signature: _____

Name and Title: _____

Date: _____

Pearce Church/Pearce 4 Kids is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.