



## **CHILDCARE TEACHER** (Full and Part-time Positions Available)

A Teacher at Epiphany Childcare Center is responsible for planning and implementing the daily program for children within an assigned age group, promoting the social, emotional, physical and intellectual growth of the children under his/her care. They maintain classroom records and update parents on the progress of their child on a daily basis while ensuring cleanliness and safety at all times.

### **ESSENTIAL FUNCTIONS:**

1. Plan the daily program for children within assigned age group, which will encourage each child's growth in the areas of social, emotional, physical and intellectual development.
2. Establish and maintain a safe and healthy environment.
3. Prevent injuries and handle emergencies, accidents, and injuries appropriately when they occur.
4. Teach the class in a manner consistent with the philosophy and goals of the center.
5. Treat children with dignity and respect by recognizing and considering the background, special needs, and interests, style and pace of learning of each child.
6. Help children learn to think creatively, to solve problems independently, and to respect themselves and others.
7. Maintain room arrangement appropriate for age group
8. Provide daily feedback to the parents.
9. Schedules parent / teacher conferences.
10. Maintain strict confidentiality regarding children, parents, staff and any school business.
11. Keep records of children's development.
12. Assist with preparing meals and snacks, feeding children, modeling table manners
13. Assist with diaper changing when needed.
14. Practice basic health screening of children on a daily basis i.e. injuries, marks, fevers etc.
15. Supervise staff assigned to assist with daily group activities to ensure the physical and emotional well being of each child in the group.
16. Observe records and report any significant individual or group behavior, which might affect the children.
17. Keep educational materials, equipment and the general room environment neat, safe and clean.
18. Maintain playground and indoor play area.
19. Perform all State licensing requirements, policies and procedures.
20. Promote and maintain an appropriate and professional rapport and working relationships with other staff members.
21. Participate in all staff training sessions, meetings and programs and continuing education requirements.
22. Maintain professional conduct when working with families and staff, as well as visitors and the general public.

### **REQUIREMENTS:**

- At least 18 years of age and have completed high school or its equivalent.



- At least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.
- Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following:
  - a. Two non-credit department-approved courses in early childhood education.
  - b. Two courses for credit in early childhood education or its equivalent from an institution of higher education.

Note: Introduction to the Child Care Profession and Skills and Strategies for the Child Care Teacher are the names of the non-credit courses approved by the Department to meet the entry level training requirements for a child care teacher.
  - c. Certificate from The Registry indicating that the person is qualified as a child care teacher.
  - d. Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education or its equivalent.
  - e. A one-year child care diploma from an institution of higher education.
  - f. An associate degree in early childhood education or child care from an institution of higher education.
  - g. Child development associate credential issued by the council for early childhood professional recognition.
  - h. Certificate from American Montessori Society
  - i. A bachelor degree in education from an institution of higher education or a license from the Wisconsin Department of Public Instruction to act as a teacher.
  - j. Certificate from the bureau of apprenticeship standards as a child development specialist.

**How to apply:**

**Send resume and letter of interest to**

**Mrs. Tiffany Wolf, Director  
Epiphany Learning Academy and Childcare  
2160 Wauwatosa Avenue  
Wauwatosa, WI 53213**