



Before and After School & Summer  
Child Care Programs

<i>Job Title:</i>	Teacher	<i>FLSA Status:</i>	Non-exempt
<i>Report To:</i>	Site Director	<i>Prepared:</i>	April 2022

**JOB SUMMARY:**

Under the direction of the Site Director, Site Supervisor or Lead Teacher implement daily programming activities for enrolled students and assist in the efficient daily operation of assigned site. Directly supervise the children engaged in BASCOL programs.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Interact with and directly supervise children enrolled in BASCOL programs on a daily basis. Ensure an enriching and safe environment for all enrolled program participants.
- Provide superior Customer Service to the children, parents and school personnel we work with. This includes, effective communication, problem solving and taking initiative.
- Implement recreational programming activities in accordance with program and company requirements.
- Adhere to all safety and housekeeping standards established by BASCOL and various regulatory agencies by performing routine cleaning, sanitizing, and maintenance of site facilities and equipment.
- Assist in set up of assigned area to support program activities.
- Ability to work flexible schedule including full day shifts, modified or extended schedules for school delays, half days and or closings. Flexibility to cover at other sites if needed.
- Monitor health conditions of children. Properly notify the appropriate people of any accidents and/or illness. Includes calls into the Program Managers for serious injuries and head bumps.
- Maintain knowledge and conform to BASCOL employee handbook policies, and New York State regulations and licensing requirements.
- Prepare and maintain administrative paperwork and records including, but not limited to: a.m. and p.m. attendance, wellness checks, incident and accident reports; as requested.
- Attend all weekly, biweekly and monthly staff meetings, fire and safety drills, and other required training programs or areas of professional growth.
- Perform related duties as required to meet company and program goals and objectives.

## **MINIMUM QUALIFICATION STANDARDS**

- AA in a child development, recreation or a related field preferred OR
- HS diploma/GED and two year's experience working with children under the age of 13
- Valid Driver's License preferred
- Ability to meet State requirements for working in a childcare setting (fingerprinting, central clearance approval and justice center required).
- Pre-employment Medical Exams and Immunizations: All site employees are required to complete a pre-employment medical exam, which may include but is not limited to:
  - physical examination.
  - proof of immunizations stating the individual is free from communicable diseases.
  - negative Mantoux TB test or chest x-ray within the prior 12 month period.Employees cannot start work until medical requirements are completed and documentation is received by BASCOL.
- Certification in CPR/First Aid and Medication Administration Training (MAT) preferred but training will be supplied by BASCOL.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to complete continuing education requirements of 30 training hours every two years (15 hours within the first 6 months from date of hire). Staff must meet OCFS training requirement of all 9 categories which include: Principles of Childhood Development, Nutrition & Health, Child Care Program Development, Safety & Security, Business Record Maintenance & Management, Child Abuse and Maltreatment Identification and Prevention, Statues and Regulations pertaining to child care, Statues and Regulations pertaining to Child Abuse and Maltreatment and Adverse Childhood Experiences.
- Ability to work flexible schedule including full day shifts, modified or extended schedules for school delays, half days and or closings.
- Ability to remain professional and respond appropriately to unexpected or emergency situations.
- Maintain high level of ethical behavior and confidentiality regarding student and or parent information.
- Excellent written and oral communication skills including the ability to communicate clearly to diverse individuals and read and interpret a variety of written documentation, directions, instructions, and methods and procedures and to explain information to others.
- Genuine interest in working with and around children and to demonstrate an understanding, patient, and welcoming demeanor toward children.
- Ability to develop and maintain cooperative and courteous relationships with school and district staff, parents, children.

## **EQUIPMENT, MACHINES AND SOFTWARE USED**

This position requires the regular use of toys, supplies, and materials to engage children in age appropriate activities.

This position may require the use of a computer, phone, copy machine and fax machine.

*Computer Software: Time Clock & Attendance*

## **MENTAL AND VISUAL REQUIREMENTS**

Close mental and visual attention required for directly supervising and managing children in program activities.

## PHYSICAL ACTIVITIES AND REQUIREMENTS

*The physical demands described here are representative of those that typically may be faced by an individual in performing the essential functions of this position.*

While performing the duties of this position, the employee is regularly required to sit, stand, walk, grasp, talk, hear and perform repetitive motions. The individual is frequently required to push and pull. The individual is occasionally required to climb, balance, stoop, kneel, crouch, crawl, reach, and lift.

The physical requirements of this position call for the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The Teacher will directly engage in recreational activities with the children including gross motor activities such as walking, hitting or throwing balls, hiking, assisting children on and off the bus etc.

## ENVIRONMENTAL CONDITIONS

*The work environment characteristics described here are representative of those that may be encountered while performing the essential functions of this position.*

Work is performed in a school setting where the worker is exposed to both inside and outside environmental conditions and noise. Duties may include handling garbage or soiled linen, body fluids, strongly unpleasant odors, etc. on a very limited basis if a child becomes ill at a program site.

The Teacher will directly supervise children in outside activities including outdoor play, field trips and be exposed to normal external environmental factors during such activities.

## EMPLOYER'S DISCLAIMER

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Furthermore, the company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I acknowledge that I have read this job description and have received a copy for my records.	
Employee Name:	
Date:	