



| Employee Job Description | | |
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| Position Title: Teacher | | |
| Position ID #: | | |
| Facility: Kid Central – Siren, WI | | |
| Job Family: Kid Central | Comp Grade: Pay Rate (Scale Level) | Status: Full-time |

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary: The purpose of this position is to ensure that the classrooms in Kid Central run smoothly and efficiently.

Essential Functions: Lead Teachers will be ultimately responsible for all of the children in his/her assigned group, including supervision, management and planning. Lead Teachers may delegate some responsibility onto an Assistant Teacher with the Director’s approval.

Job Duties:

- Supervise and insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and collectively as a group
- Consider and be sensitive to individual children in relationship to his/her cultural and socioeconomic background, emotional or physical handicaps, and individual style and pace of learning.
- Plan lessons/curriculum in detail for assigned classes.
- Observe Assistant Teachers and provide feedback.
- Help children learn to adapt and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, toilet training, napping and personal hygiene.
- Eat with children during snack and meals.
- Responsible for decoration of room as an inviting atmosphere that highlights the children’s artwork and other activities
- Keeps classroom, storage areas, bathrooms clean, neat and orderly
- Be familiar with and follow all infant, toddler, preschool, 4K and school age policies
- Keep Director informed in advance of program and supply needs
- Report to Director any special needs or problems of individual children
- Report to Director any cases of suspected child abuse or neglect
- Attend regular staff meetings, parent meetings and fun nights
- Maintain portfolios for each child under your care.

- Perform related duties as assigned.
- Adhere to all policies of Kid Central.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: N/A

Directly Reporting to: Executive Director Kid Central

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity: Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Must be available to work flexible hours.
- This can be a full-time, ¾ time or part-time position.
- Little threat of personal danger or risk.
- Nature of work is such that incumbent may experience periods of moderate stress.
- Work is indoors and outdoors, weather permitting.
- Local travel may be required.
- Lifting, carrying and holding children:
 - Infant and Toddler Teachers – Continuously up to 36 pounds
 - Toddler and Preschool Teachers – Frequently up to 50 pounds
 - Preschool and older children – Occasionally up to 70 pounds

Minimum Qualifications:

- Must be at least 18 years of age
- Have a High School Diploma or its equivalent
- Must be working towards, or hold a degree, credentials or diploma from an accredited college or university in child development or early childhood education.
- Must possess the educational qualifications as outlined by State requirements.
- Must complete 25 hours of continuing education each year, as outlined by State requirements
- Six months of verified experience in group care or with unrelated children under 12 years of age required.

Preferred Qualifications:

- Knowledge of children’s physical, emotional and developmental patterns
- Knowledge of general learning theories and curriculum development activities and alternatives.
- Demonstrated professional skills in the area of curriculum planning, program goal setting, lesson planning, and establishing procedures for evaluating the progress of individual children.
- Demonstrate high personal integrity.
- Sensitive to individual and group needs of children. Takes a joyful approach to the child.
- Ability to manage highly confidential information is required
- Ability to create a positive atmosphere and deal with behavioral problems in appropriate ways.

- Supervise, train and evaluate assistants and new employees.
- Prior supervisory experience is strongly preferred.
- Establish and maintain good communications with parents through whatever means is appropriate for the age group. Additionally, hold individual conferences with parents of each child at least twice annually.
- Must have good time management skills.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments.

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| EEPID | Employee Printed Name | Employee Signature | Date |
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| Supervisor Printed Name | Supervisor Signature | Date |
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.