



Job Title	Assistant Child Care Center Teacher I, II, III	Job Code	OT0211, OT0212, OT0213
Pay Plan	USPS	Pay Grade	12, 13
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Other	Union Code	0
		Subfamily	Child Care Center/Early Childhood Education

Job Family & Subfamily Summary

Other Professionals include miscellaneous areas.

Child Care Center/Early Childhood Education Professionals provide care and education to children. Provide support to families on child education. Supervise childcare center activities.

Job Summary

Assists in managing the classroom and leading classroom activities. Primary functions include making connections with the children and creating developmentally appropriate activities that help develop their language, social/emotional, cognitive, and fine/motor skills. Other primary functions are guiding interns and volunteers in their interactions with the children and delegating tasks that need to be completed and interactions with parents.

Representative Duties

1.
 - Provides a safe and clean classroom
 - Care for and supervise children
 - Complies with National Association for the Education of Young Children (NAEYC) and Department of Children and Families (DCF) standards
 - Administers any approved medication as required as well as be aware of any food allergies children in the classroom may have
2.
 - Creates individualized learning activities and schedules
 - Implements education program and daily schedule
 - Documents the children's work
 - Displays their work throughout the classroom
3.
 - Trains interns, work-studies and volunteers
 - Confers with parents verbally and in writing

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		
Incumbents in a licensed childcare facility must meet the requirements of Chapter 402, Florida Statutes		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
 - Works independently with general supervision
 - Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.