



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Lead Teacher	Reports to: Early Childhood Director
Department: A-Binoojii Daycare/Child Development Center	

Position Summary:

Under the direct supervision of the Early Childhood Director, plans, coordinates and implements quality learning experiences and care for infants, toddlers and/or preschool age children. Create learning environments that are cognitively stimulating and foster children's emotional, social, physical and cognitive growth utilizing developmentally appropriate practice and educational learning goals based on the Wisconsin Model Early Learning Standards, developed through classroom observation, and child/program assessments. Teachers are responsible for general supervision, classroom management and overall safety. In addition to comprehensive classroom responsibilities; teachers are responsible for reviewing important decisions with his/her Director while maintaining positive relationships with parents, children and co-workers. Teachers must follow all state licensing regulations and maintain annual continuing education requirements as required.

Qualifications:

1. Must be 18 years of age and have been employed in a licensed early childhood program for a minimum of 80 credited hours.

~And~

2. Have a minimum of 12 credits in early childhood education and a certificate from the Registry indicating the person is qualified as a child care teacher. (Registry Level 9)

~Or~

2. Have an Associate Degree (or higher) in Early Childhood Education or Child Care and a certificate from the Registry indicating the person is qualified as a child care teacher. (Registry Level 12 (or higher).

All staff are required to have training in Shaken Baby, SIDS, Child Abuse and Neglect and CPR, First Aid and AED Training from the approved list from DHS.

All educational qualifications will be reviewed to insure minimum qualification levels are met.



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Essential Duties & Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

- Plans and facilitates a developmentally appropriate curriculum based on WMELS along with planning and executing transitions from one activity to another which reflects observations and assessments of individual young children.
- Prepares materials and supplies needed for daily activities.
- Guides children in exploring their interests, building self-confidence and self-esteem.
- Directs children in eating, resting, exercising and toileting.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Maintains daily health and safety routines and standards according to established policies and procedures.
- Assists in disinfecting toys, furniture, floors, bathrooms, and other items and areas on a daily basis.
- Assists in recording each child's progress and growth; confers with parents as needed.
- Maintains daily progress reports, activity logs, and accident reports; assists in maintaining educational and activity calendars.
- Serves meals and refreshments to children and regulates rest periods.
- Assists in preparing food and cleaning quarters as necessary.
- Reports any indication of abuse or neglect.
- Advocates for improvement of early childhood education and the program.
- Maintains professional knowledge by attending meetings, conferences and educational workshops.
- Treats all children with dignity and respects and allows for individual differences. Provides an atmosphere of acceptance and caring for each child.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Is Knowledgeable of Wisconsin State Licensing Regulations and Youngstar.
- Performs other duties as may be required or assigned.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; and walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.



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Work Environment:

Work is generally performed in a childcare/nursery setting with a moderate noise level where employee may be exposed to unpleasant odors, hazardous material and infectious disease. Frequently walks, uses hands to finger, handle or feel objects, tools, or controls. Often required to stand and sit; reach with hands and arms; and stoop kneel, crouch, bend, squat or crawl. Extended hours and irregular shifts may be required.

***Must maintain a valid Wisconsin Driver's license as a condition of employment. *Must pass a background check, which will be performed on all applicants. *Must successfully pass a pre-employment drug screening.**

Donna Vodar, HR Director
3051 Sand Lake Road
Crandon WI 54520

Posting Date: September 6, 2018

Phone: (715) 478-7663

Email: donna.vodar@scc-nsn.gov

Closing Date: September 27, 2018

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