



The Nannies Unlimited Child Center & Preschool Inc.  
www.nanniesunlimitedchildcare.com

## Employee Job Description

**Title: Teacher/Nanny/Assistant/Associate**

**Department: Daycare/Preschool**

### **Primary Function and Relationship:**

To assume responsibility for duties involved in the care and teaching of children enrolled in the Day Care and in providing support to the children's parents as needed. Activities provided by teachers should stimulate and enhance growth in the social, emotional, physical, and cognitive domains.

### **Duties and Responsibilities**

1. Provide quality care for children enrolled, offering them a planned curriculum, a loving respectful climate, and a safe environment.
2. Supervises children's activities inside and outside, and is involved with these activities.
3. Maintains a constant watch over children entrusted in his/her care and is aware of their location at all times. **NEVER LEAVES CHILDREN UNATTENDED.**
4. Insures the physical safety and well being of children daily.
5. Works cooperatively with children, parents, supervisors and other child care staff to ensure a professional, competent childcare program.
6. Communicates effectively with, and shows respect for parents.
7. Confers in an appropriate manner with parents pertaining to care of their children.
8. Respects and maintains confidentiality of all information about the child and parent during and after employment with The Nannies Unlimited Child Center and Preschool Inc.
9. Serves as a proper role model for the children.
10. Utilizes children's rest time for lesson planning, curriculum, team and/or staff meetings, or reading current child development materials. Cleans classrooms, restrooms, vacuums, etc...
11. Ensures proper care of the building and use of equipment and supplies.
12. Performs daily duties as requested in order to maintain the normal functioning of the Center.
13. Possesses the ability to function effectively and cooperatively in and with a team.
14. Exhibits flexibility and willingness to accept change.
15. Maintains a good public and professional image at all times.
16. Ensures that all areas are maintained daily in an orderly and clean manner.
17. Performs functions other than described.
18. Ability to take orders and carries them out.
19. Communicates directly with the owner/operators.
20. Assist children with toileting and/or diaper changes, according to The Nannies Policy/Procedure.
21. Assist children with meals and snacks, according to the Nannies Policy/Procedure.
22. Assist children to place toys and equipment in appropriate places.

### **Mental Demands**

1. Patience and understanding to both Children, Parents, and Staff/Co-Workers.
2. Ability to foresee safety of children to avoid accidents.
3. Ability to communicate effectively orally and in writing.
4. Ability to react quickly in emergency situations.
5. Ability to use good judgement under stress.
6. Ability to get along with others personnel and supervisors.
7. Ability to get along with parents.
8. Ability to plan and implement appropriate daily activities, other than curriculum provided, for children in order to develop intellectual, social, emotional, and physical growth both for individual and groups.
9. Ability to serve as a model for children , and others who may enter the building.

### **Physical Demands:**

1. Pass a physical examination prior to employment.
2. The ability to lift the weight of a preschool child and in case of an emergency lifting a school age child with the help of other staff personal.
3. Individual spends a very active day, on feet a great deal of time, stooping, bending, walking, sitting on the floor and playing with children.

### **Working Conditions:**

1. Temperature controlled rooms.
2. Each age group has own room and areas for play, and class time.
3. Outside play year around as the weather permits.
4. Distractions.
5. Exposure to childhood diseases.
6. Reports to supervisors upon arrival and departure.
7. NEVER LEAVES CHILDREN UNSUPERVISED.
8. Lunch breaks are scheduled on a daily bases
9. Everyone works as a TEAM to keep the ChildCare Program organized, running smoothly and safety minded at all times.

### **Personal Specifications:**

Experience:

1. Loves children, enjoys working and playing with them.
2. Previous experience preferred, however The Nannies Unlimited Child Center and Preschool will train.

By signing this form it indicates that I am capable, both physically and mentally of providing care as mentioned above and there IS NOT any duties or responsibilities noted above that I cannot perform or provide.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_