

# NORTH TAMPA CHRISTIAN

# explorers



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POSITION: School-Age/ Summer Camp Teacher

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Qualifications:

- ◆ Must meet basic requirements of local child care regulatory agency.
- ◆ Ability to relate positively with young children.
- ◆ Previous teaching or assistant teaching position with a public or private school system, a quality preschool, child care center or church nursery is preferred.
- ◆ Certification or degree related to early childhood or preschool or elementary education or their CDA is preferred.
- ◆ Must complete their CDA by one year from their first day of work at NTCE, and have experience in and knowledge of the social, emotional and creative needs of young children.
- ◆ Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

Responsibilities: Include but are not limited to the following.

- ◆ Occasionally act as a floater, assisting in classrooms of any age and covering breaks if needed.
- ◆ Have a friendly and approachable demeanor with children, staff, clients, and anyone who enters/calls our center.
- ◆ Develop and facilitate school age lessons and schedule.
- ◆ Develop and facilitate summer camp lessons and schedule.
- ◆ Assist lead teacher with the daily operations, facilitating lessons, and care of the students.
- ◆ Cover breaks as needed.
- ◆ Assistant group supervisor with both long and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- ◆ Maintain daily open communication with parents
- ◆ Keep accident reports
- ◆ Maintain confidentiality
- ◆ Report any suspect abuse to supervisor
- ◆ Assist in and arrange a classroom environment in accordance to program goals and philosophy

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- ◆ Maintain a safe and healthy environment
- ◆ Inspect and replace/ report damaged or lost materials
- ◆ Attend in-service and staff meetings
- ◆ Keep all appropriate records such as records, attendance and timesheets.
- ◆ Meet all applicable licensing regulations

## Upon Employment:

- ◆ Must meet all NTCE and local, state or national basic health requirements.
- ◆ First Aid training, as required.
- ◆ Must complete all necessary company employment and payroll forms. Personnel will have a fingerprinting and/or criminal investigation report completed.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_