



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

CHILDCARE INSTRUCTOR

QUALIFICATIONS:

1. Possesses minimum of Bachelor's Degree.
2. Prefer possession of valid New Jersey Teaching Certification, preferably in the area of Early Childhood.
3. Demonstrates successful experience in working with children, preferably children in a school or day care setting.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the program may find appropriate and acceptable.

REPORTS TO: Coordinator of Childcare Enterprise Programs, or designated personnel

JOB GOAL: To participate in the planning and implementation of the Kindergarten Wrap-Around Program (Childcare Enterprise Program), and provide instruction to children so they have an opportunity for a quality experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Supervises the children of the Kindergarten Wrap-Around Program.
- b. Strives to positively reinforce the educational and social achievements of each child.
- c. Supports child activities in accordance with the design and implementation of curriculum developed for the Kindergarten Wrap-Around Program while following district philosophy, goals, and procedures.
- d. Oversees play activities and snack time.

2. Child Management:

- a. Promotes a safe and positive classroom environment at the appropriate maturity interests of all children at all times.
- b. Instructs children as needed.
- c. Ensures that designated school space is maintained in a clean and orderly manner.
- d. Develops reasonable rules of behavior in accordance with district policy and guidelines, and maintains order in a fair and just manner.
- e. Assesses on an on-going basis, the strengths and weaknesses of the children, and provides appropriate activities to address the needs of the children.

3. Planning:

- a. Collaborates with the Coordinator of Childcare Enterprise Programs in the design and implementation of curriculum developed for the Kindergarten Wrap-Around Program.
- b. Assists the Coordinator of Childcare Enterprise Programs with the preparation of the brochure and website, as well as the coordination of the Kindergarten Wrap-Around Program.
- c. Prepares for activities assigned and shows evidence of preparation at all times.
- d. Plans individual and/or group activities designed to meet the needs of the children.
- e. Participates with other staff members and the Coordinator of Childcare Enterprise Programs in curriculum and activity planning during designated meetings.
- f. Incorporates into planning any modifications as may be required by State and/or Federal law.
- g. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned program.

4. Kindergarten Wrap-Around Program /Community Relations:

- a. Strives to establish cooperative relations through appropriate communication with parents/guardians.
- b. Cooperates and shares professionally with members of the district personnel and other Kindergarten Wrap-Around Program staff.

- c. Handles documents, communications, incidents, etc., with discretion in a confidential, sensitive, conscientious manner.
- f. Attends Kindergarten Wrap-Around Program staff meetings, trainings and meetings as assigned by the Coordinator of Childcare Enterprise Programs, or designated personnel.
- a. Attends parent communication activities.

5. Professional Development:

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs.

6. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the Coordinator of Childcare Enterprise Programs, or designated personnel.

TERMS OF EMPLOYMENT: Hourly ten (10) month position. Salary to be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: February 26, 2014