

Trinity Lutheran School

JOB DESCRIPTION

TITLE: Cub and Tiger Care Teacher

REPORTS TO: Cub and Tiger Care Director

EMPLOYMENT STATUS: Regular, part time

FLSA STATUS: *Non-exempt*

POSITION SUMMARY: Provide before, During and/or after school child care at Trinity Lutheran School

ESSENTIAL FUNCTIONS:

- Prepare and implement daily lesson plans that reflect the philosophy of the program.
- Use positive behavior management strategies
- Discipline children as needed, and keep written records of incidents requiring discipline.
- Complete incident reports according to written directions.
- Maintain an inventory of supplies and materials
- Work cooperatively with parents and the school staff.
- Complete training programs as assigned by the CTC Director and compliance for ODE. For example, first aid and child abuse, communicable diseases.
- Observe all safety, health and confidentiality regulations.

OTHER DUTIES AND RESPONSIBILITIES:

- Serve as a role model for students in the practice of ethical principles, responsible behavior and democratic values.
- Maintain an appropriate personal appearance.
- Perform other duties as assigned by the CTC Director.

QUALIFICATIONS:

- Min. 16 years of age required.
- High School diploma or equivalent required.
- Previous experience in a child care or early childhood setting is preferred.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in organizing recreational, play and center activities and in problem solving.
- Ability to communicate clearly and effectively.
- Ability to interact effectively with both children and adults.
- Ability to meet the time requirements of the Latchkey program.
- Willingness to participate in any recommended training program.

EQUIPMENT OPERATED:

- Computer/Printer.
- Various other office machines, such as copier, laminators.
- Educational/recreational equipment, such as DVD player, digital camera, video recorders, CD players, PA equipment.
- Playground and sports equipment.

WORKING CONDITIONS:

- Potential exposure to blood, bodily fluids and tissue.
- Occasional exposure to unruly children.
- Frequent exposure to children running and using sports equipment.
- Potential exposure to angry and distraught adults.
- Regular requirement to sit, stand, walk, talk, hear, see, read, reach, stretch with hands and arms, stoop, crouch, and kneel.
- Occasional requirement to lift, carry, push and pull various items; for example, toys and athletic equipment, up to 25 lbs.

Applications, Cover letters and resumes will be accepted until the position(s) is filled. Please contact CTC Director, [Katie Evans](mailto:kevans@trinitymarysville.org) via email at kevans@trinitymarysville.org, for an application and further questions.

Additional incentives:

- **Free childcare for staff children enrolled at Trinity Lutheran School**