



Mid Florida Community Services, Inc.
 820 Kennedy Blvd.
 Brooksville, FL 34601
 Phone: 352-796-1425 Fax: 352-796-9952
 Wage: \$11.25 - \$15.50/hr
 Apply online @ www.mfcsus.com

POSITION TITLE:	Extended Day Teacher
DEPARTMENT:	Mid Florida Community Services, Inc.
SUPERVISED BY:	Site Supervisor

JOB DESCRIPTION

POSITION SUMMARY: Responsible for the day-to-day operation and management of the extended day classroom also guiding and directing the learning experiences for children by providing a developmentally appropriate learning environment.

ESSENTIAL JOB FUNCTIONS:

- Provides developmentally appropriate activities to enhance physical, social, emotional and intellectual development of children in the classroom, ensuring each child's individual needs are met. Participates in preparation and implementation of lesson plans using established unit themes as a guide ensuring that small group, large group and individual experiences are provided.
- Provides activities appropriate for children with special needs and modifies based on the IEP.
- Implements planned organized play activities in the outdoor learning environment. Provides appropriate guidance to promote children's gross motor development. Balances indoor and outdoor activities to stimulate both cognitive growth and physical skills.
- Maintains a safe, clean, and orderly classroom and playground area. Monitors and reports in writing to supervisor any needed repairs and takes appropriate action to correct any unsafe area.
- Maintains an adequately supplied classroom, ensuring the physical and developmental needs of all children are met.
- Provides and participates in learning experiences that allow children to solve problems, initiate activities, explore, question and gain mastery through active play. Encourages language development of children by asking open ended questions, repeating and extending children's words.
- Supports the development of children's positive self-concept and social skills through the promotion of cultural and ethnic acceptance and experiences.
- Provides direct supervision to children at all times maintaining child/staff ratios in accordance with policies and regulations.
- Maintains accurate classroom attendance, assuring the sign in/out sheet corresponds with the number of children in the classroom at all times.
- Ensures that children are signed in and out of the extended day program every day.
- Posts current snack menu in classroom for children, records meal counts within one hour after being served and inputs counts in Child Plus. Prepares and submits required USDA reports to Nutrition



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Coordinator.

- Plans and participates in regular safety and fire/storm drills. Assure that emergency procedures and evacuation routes are posted in the classroom.
- Maintains and documents regular contact with parents. Recruits parents as volunteers in the classroom/center.
- Reports child abuse and neglect in accordance with program policies and procedures.
- Assists in the recruitment of children for the program. Participates in community activities that enhance the Mid Florida Community Services, Inc. programs as requested.
- Assists in maintaining appropriate documentation required by USDA/Child Care Food Program and ensures quality of data and timelines for completion.
- Be prepared in the event that you may be called in to substitute for a teacher/teacher assistant prior to regular scheduled work hours.
- Acts as an advocate and role model for families.
- Attends and actively participates in training programs, staff meetings, and other meeting/trainings.
- Maintains confidentiality in all aspects of client, staff and agency information.
- Maintains effective working interaction with coworkers and outside contacts that will enhance the operation of the program.
- Organizes and prioritizes all assignments as directed.
- Participates in community activities that enhance the programs as directed.
- Submits reports, documents, and files as directed.
- Uses and follows the policies/procedures of state and local regulations/laws, applicable transmittal notices, and other administrative orders/directions.
- Uses and follows the policies/procedures of Mid Florida Community Services, Inc., including but not limited to Personnel Policies, Occupational Health and Safety policies, payroll policies/practices, etc.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed or assigned by supervisor, management staff, program director or Mid Florida Community Services, Inc. management staff. This description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

JOB STANDARDS:

Education: A minimum of a high school diploma. Within 90 days of employment must begin at least one of the DCF Child Care training courses listed in S.402.305 (2) (d), Florida Standards. Must complete the mandated 60 hours of Florida DCF Child Care Training as outlined in the Career Advancement Criteria within 90 days of hire and complete coursework within the first year of employment. Must obtain/maintain CPR/First Aid certification.



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Experience: No experience required.

Licenses & Certifications: Valid Florida driver's license and be insurable by Company's current carrier. Subject to Federal, State and Local legal requirements/background checks/clearance for working with children.

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: Sitting, standing for long periods of time, use of fingers, arms, hands and legs and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving and light lifting and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting and/or carrying (up to 50lbs) are occasional.

Equipment: Instructional materials and supplies, playground equipment, computer, phone and other small office and equipment and vehicle.

Skills & Expertise: Ability to plan and carry out lesson plans. Ability to learn how to coordinate activities. Ability to work with children with special needs. Ability to establish effective working relationships with people, particularly parents and children. Skill in completing work with a high degree of accuracy. Ability to arrive to work daily and on time. Ability to work with limited direction. Knowledge of organizational methods. Ability to evaluate situations and make prompt decisions. Ability to effectively communicate orally and in writing. Ability to analyze and interpret data. Ability to use and operate a computer. Ability to maintain Mid Florida Community Services, Inc. child and parent confidentiality. Ability to be reliable, responsible and accountable to job requirements.

ENVIRONMENTAL JOB FACTORS:

Job Location: Primary location is the Head Start facilities in Hernando, Sumter and/or Volusia counties. Constantly indoors, occasionally inside a vehicle and occasionally outdoors.

Work Environment: Constantly works indoors with others (numerous children at one time) in a pre-school environment. Frequently outdoors.

By signing below, Employee acknowledges that he or she has read this Job Description and the requirements contained herein. Employee certifies that he or she has the qualifications and skills required and has the ability to complete the physical requirements of their job duties.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Employee Signature

Date

Supervisor Signature

Date

REVISION DATE: 07/29/2016	W/C CODE:
FLSA STATUS: Non-Exempt	EEO CATEGORY:
PAY GRADE:	SALARY RANGE: