



EMPLOYEE JOB DESCRIPTION

JOB TITLE: Multi-Site Teacher

DIVISION: Child Care Services

PROGRAM: Child Care Division

IMMEDIATE SUPERVISOR: Center Director

TIME COMMITMENT: Hourly

POSITION SUMMARY:

The primary role of the Multi-Site Teacher is to cover time off for regular staff or offer additional classroom support when needed. Other responsibilities may include assisting with the overall supervision of the program, including staff, children, and general operations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Understands and complies with Department of Human Services (DHS) regulations.
2. Assists Center Director and/or the Education Coordinator in facilitating communication and problem-solving related to issues of concerns and incidents between parents, staff, and agency administration, as needed.
3. Assumes responsibilities of an Onsite Supervisor, Lead or Assistant Teacher in the absence of the regular staff.
4. Must be able to easily adjust to different daily routines, ages of children, staff and locations. As well as the flexibility to ensure supervisory coverage throughout the work day.
5. Must be able to easily establish rapport with parents, staff and children to ensure the expectations of engagement, professionalism and customer service are met.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Complies with all Waypoint policies and Waypoint letter of employment.
2. Maintains client and program confidentiality as defined in the Waypoint Confidentiality Policy.
3. Demonstrates a positive attitude and professional manner, both in appearance and actions in carrying out job responsibilities.
4. Follows WAYPOINT CRISIS COMMUNICATION PLAN
5. Attends and participates in Waypoint departmental, interdepartmental and staff meetings as directed.
6. Maintains scheduled work hours and notifies immediate supervisor personally of absences.
7. Support Waypoint events.
8. Promotes Waypoint team concept by being courteous and helpful to other employees and clients.
9. Accurately maintains necessary forms and records and submit in a timely manner, especially Accident/Incident Report Forms.

10. Be responsible for maintaining the cleanliness of the total work environment.
11. Works with supervisor to develop a professional growth plan.
12. Attends in-service trainings and work to increase skills in field.
13. Performs all other duties as assigned by Waypoint.

QUALIFICATIONS:

1. Associate's Degree in Child Development, Early Childhood Education and five years of teaching experience in a child care setting **or** a Child Development Associate (CDA) and five years of teaching experience in a licensed child care setting.
2. Must meet qualifications of a Lead Teacher.
3. Experience working with children in a child care facility and child development related training to meet DHS licensing requirements as on-site supervisor.
4. Demonstrate excellent leadership, organization, oral and written communication skills.
5. Evidence of enough security and judgment to handle crisis situations.
6. Valid First Aid and CPR certificates within first six months of employment. First Aid must be repeated every three years thereafter. CPR must be repeated every two years thereafter.
7. Mandatory Child Abuse Reporter Training within first six months of employment, then maintain current certification.
8. One hour of universal precautions and infectious disease control training within first six months of employment and then annually thereafter.
9. Pre-employment physical examination, including testing for communicable diseases and TB skin test, taken within six months prior to beginning employment by a licensed physician and repeated at least every three years thereafter.
10. Receive a negative report on the Waypoint/DHS Non-Law Enforcement Records Check and National Criminal History Check. Repeated every two years.
11. If required to drive a Waypoint vehicle, must have valid drivers license and be insurable to meet the requirements of Waypoint insurance provider. If required to transport clients, must have valid chauffeurs license.
12. Be able to sit, bend, lift 50 pounds

To apply for a position, please complete an employment application and/or submit a resume/cover letter and return to Waypoint Human Resources at:

Waypoint Services
Human Resources
318 5th Street SE
Cedar Rapids, IA 52401
hr@waypointservices.org