

PROVIDENCE HEALTH SYSTEM – WASHINGTON REGION
Senior & Community Services Division
JOB DESCRIPTION

POSITION TITLE: Teacher
DEPARTMENT(S): Intergenerational Learning Center (ILC)
REPORTS TO: Child Care Director
SUPERVISES: N/A

JOB CODES: 61507 - 61512
FLSA STATUS: Non-Exempt

DEFINITIONS:

Client: The term client is used to refer to the individual receiving services, whether they are designated as clients, participants, residents, patients or children.

POSITION SUMMARY:

This position is responsible for the overall care of children in the Intergenerational Learning Center. This includes the planning and implementation of an age appropriate program, development of interesting, stimulating and challenging indoor and outdoor environment and planning appropriate daily activities. This position is also responsible for developing an intergenerational program and nurturing interaction between clients and children. Included in these responsibilities are maintaining the classroom, preparing materials for the children and certain clerical and record keeping duties. Occasional overtime is required, work shifts and classroom assignments may be adjusted to accommodate the needs of the department. The function of the position actively incorporates the Mission and Vision of Providence Health Systems. Core Values – RESPECT, COMPASSION, JUSTICE, EXCELLENCE AND STEWARDSHIP – are reflected within all working relationships by demonstrating teamwork, dedication and service excellence.

KEY WORKING RELATIONSHIPS:

Successful accomplishments and primary accountabilities of this position will depend upon establishing and maintaining effective working relationships with a variety of people. Such people may include but are not limited to: All facility/agency staff, physicians, clients and their family members, visitors and Providence Health System staff as well as outside vendors or contracted staff. This position may include confidential contacts with parents, children, clients, other employees, social workers, physicians, psychologists, and other educators in order to develop and maintain the best program possible for the children.

ESSENTIAL FUNCTIONS AND KEY POSITION ACCOUNTABILITIES:

1. Plans and implements the daily scheduled activities, indoor and outdoor environments and all other aspects of the children's program. This program reflects physical, cognitive, social and emotional needs of the children and is developmentally appropriate. Teacher is or becomes familiar with *Focused Portfolios* and *Focused Planning* for 'Infants, Toddlers and Preschool'.
2. Performs the following when appropriate: Changing diapers, keeping children clean, assisting with eating/feeding, holding, rocking, talking with/to, and engaging in play activities on a daily basis.
3. Uses appropriate interactive strategies per approved guidelines. For example: Using active listening, helping children learn to problem solve through negotiation and encouragement of child's own thinking, using appropriate limit setting strategies like I-messages, giving information, contingencies, natural and logical consequences or choices.
4. Uses appropriate assessment tools to maintain a developmentally appropriate program for each child, balancing cognitive, physical, social, emotional needs and enabling each child through their individual development process.

5. Maintains regular contact with parent/guardians of children in care to determine if best program possible is occurring for their child, including regular parent-teacher conferences.
6. Maintains daily log and reports progress or changes to parents/guardians and to other teachers.
7. Teacher maintains a portfolio for each child with 3-4 collections periods annually to use for planning appropriately for individual children and conferencing with parents. Portfolios are completed for children who attend the program 2-5 days a week.
8. Plans with appropriate staff from nursing neighborhoods, Adult Day Health, and Hand in Hand, the intergenerational activities for the children and the elders involved. Care is taken to assure activities are appropriate for all participants.
9. Assists each child and client to be an integral part of the ILC program, encourages clients and children to become involved through visitations and activities.
10. Completes weekly reports to supervisor concerning intergenerational visits.
11. Complies with all Washington Administrative Code (W.A.C.) Child Care regulations, such as: Maintaining child to adult ratios (middle shift teachers may be required to stay late in order to maintain ratios), following appropriate safety regulations, following appropriate food regulation, hand washing procedures, diapering procedures, best practices for child-adult interactions and maintaining first-aid, CPR, Aids/HIV Certificate, TB test, and Criminal Background Check.
12. Teacher acts as lead for students and volunteers who may join the classroom as an aid through the Seattle School Dist or PMSV Volunteer Program.
13. Correctly dispenses medications; follows appropriate procedures for use of medications as described in W.A.C. on childcare regulations.
14. Regularly participates in conferences with Director, Program Specialist and neighborhood staff regarding issues relating to the program or organization of the environment.
15. Attends and participates in regular evening staff meetings.
16. Complies with all applicable Federal, State, and local laws, regulations, and requirements as well as facility/agency specific policies and procedures.
17. Maintains confidentiality of all client demographics, medical and financial information at all times. Maintains confidentiality of all company and client information. Ensures proper handling and disposal of confidential documents and adheres to all HIPAA rules and regulations.
18. Adheres to all policies and procedures including regulatory requirements with regard to infection control, practicing universal precautions, sanitation, and safety and disaster preparedness.
19. Float teachers and on-call teachers generally do not do classroom planning or conference with parents. Both positions perform all other aspects of the position as required.
20. Performs other related duties as assigned.

ESSENTIAL POSITION COMPETENCIES & REQUIREMENTS:

Minimum Qualifications

Teachers may be hired in at any level provided they meet education and experience requirements, possess required skills and abilities and meet licensure, certification, registration, permit and internal policy requirements.

ON-CALL TEACHER 1:

Education:

1. 20 hour STARs Basic Child Care Center Certificate or equivalent as determined by program manager completed within 90 days of hire.
2. Must be registered in Washington STARs Registry for early childhood personnel within 30 days.
3. First Aid, CPR (infant, child, adult cards), Aids/HIV Certificate, Annual Blood Born Pathogen class, and Food Handlers Permits are required within 90 days of hire.

TEACHER 4:

1. CDA, AA or BA in ECE or Child Development or in another field with at least 12 ECE related credits as determined by the program manager.
2. Teacher must accumulate 10 STARs hours in early childhood education, with 4 hours in diversity education annually.
3. First Aid, CPR (infant, child, adult cards), Aids/HIV Certificate, Annual Blood Born Pathogen class, and Food Handlers Permits are required within 90 days of hire.

Knowledge, Skills and Abilities:

A. Communication

1. Ability to communicate effectively in English both verbally and in writing.
2. Ability to follow appropriate communication channels.

B. Team Building/Interpersonal Skills

1. Demonstrates ability to maintain positive, collaborative, and constructive interpersonal Relationships
2. Understands and practices the principles of effective teamwork.

C. Work Prioritization/Flexibility/Adaptability

1. Ability to prioritize work assignments and meet productivity and quality standards.
2. Ability to adapt easily to changes in work assignments and environment; willingness to assume additional responsibility and learn new procedures.
3. Effective organizational skills.

IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:

R = RARELY (less than 1/2 hour per day)
O = OCCASIONALLY (1/2 - 2.5 hours per day)
F = FREQUENTLY (2.5 - 5.5 hours per day)
C = CONTINUALLY (5.5 - 8 hours per day)
NA = NOT APPLICABLE

RFCP = REQUIREMENTS FOR CONSECUTIVE PERFORMANCE

PHYSICAL REQUIREMENTS	R	O	F	C	NA	Comments/ RFCP
Sitting			X			
Stationary standing				X		
Walking				X		
Ability to be mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling			X			
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing			X			
Reaching overhead			X			
Reaching extension			X			
Grasping			X			
Pinching			X			
Pushing/pulling			X			
Typical weight: 30 lbs			X			
Maximum weight: 40 lbs			X			Can get assistance
Lifting/carrying			X			
Typical weight: 30 lbs			X			
Maximum weight: 50 lbs			X			Can get assistance
Other physical demands:						
Keyboarding/Repetitive Work	X					

SENSORY REQUIREMENTS	R	O	F	C	N A	Comments/RFCP
Talking in person				X		
Talking on telephone				X		
Hearing in person				X		
Hearing on telephone				X		
Other sensory requirements:				X		
Sight				X		
ENVIRONMENTAL SETTING	Comments					
Safety requirements (i.e. clothing, safety equipment required, activities performed)						
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)						
Operation of heavy equipment, tools, vehicles						
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc)						
Other environmental requirements:						

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Status:	Active
Date Originated:	April 19, 2004
Date(s) Revised:	August 2014
Date Inactivated:	N/A
Supersedes:	Teacher (MSV)