

Our Savior's Kids
Early Learning Center



A ministry of
Our Savior Lutheran Church
1120 Draper St 355-0852

Staff Handbook

Revised August 7, 2002

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Our Savior Lutheran Preschool is committed to providing employment opportunities to all employees and applicants for employment. We do not discriminate against any employee or applicant by reason of their race, color, sex, handicap, or on any other basis protected by law. Individuals are accepted for employment based upon their qualifications and ability.

Staff requirements

The following forms must be completed and returned to the Director by each staff member prior to the first day of employment.

Things needed in the personnel records:

1. Preschool Staff Record Form/application.
2. Background Information Disclosure Form (HFS-64).
3. Complete department of Justice criminal record check report.
4. Report of physical examination and TB test results (HSF-54).
5. Documentation of Early Childhood courses (transcripts, certificates)
6. Registry Certificate (three months after assuming position)
7. Documentation of Orientation
 - a. Staff Orientation Record (HFS-2026)
 - b. Volunteer Orientation (HFS-2027)
8. Staff Continuing Education Record (HFS-53A)
9. Form I-9 Proof of Residency

To teach or work at Our Savior Lutheran Preschool the staff member must meet the following health requirements:

1. There must be a physical examination with TB shot within 12 months prior to beginning work at the Preschool or within 30 days after beginning work.
2. The staff member must be free from any communicable diseases.
3. The person must be physically able to work with young children.
4. No licensee, employee, volunteer, visitor, or parent with symptoms of serious illness or a communicable disease transmitted through normal contact may be on the premises of Our Savior Lutheran Preschool.

Continued employment is contingent on passing the Criminal Records background check.

Personnel Records

Important events in each employee's history with the School will be recorded and kept in the employee's personal file. Regular performance reviews, change in status, commendations, corrective actions, warnings, and educational attainment records are examples of records maintained. Your personnel file is available for your inspection in the Director's office.

Confidentiality of Records

The confidentiality of all records is the responsibility of all staff. Student records are open only to the child's teacher, the Director, the School Committee, the Licensing agency and the Child's legal guardian. Any other person or agency must get authorization in writing from the child's parents or legal guardian. A staff member must not discuss or disclose personal information heard about a child or read in a child's record.

Staff records are only open to the director, the School Committee, the licensing agency and the staff member.

Harassment, including Sexual Harassment

Our Savior Preschool believes in human dignity and the protection of its employees from the possibility of harassment, whether sexual, racial, ethnic, or any other type. Harassment in any form, such as verbal, physical, or visual, is strictly against our policy and will result in corrective action up to and including discharge.

Orientation of the staff

Prior to your first day of teaching, all new staff members must complete an orientation led by the Director, which includes but is not limited to the following subjects

- review of child abuse and neglect laws and reporting procedures
- child/teacher ratios
- review of Chapter 46.05 in the state licensing book
- center policies
- training in emergency procedures including operation of the fire extinguisher
- first aid procedures and Universal Procedures for protection from all bodily fluids
- job description and job responsibilities
- schedule of daily activities
- training in recognition of childhood illness and infectious disease control including hand washing procedures and universal precautions for handling body fluids
- the integration of children with disabilities into the preschool
- child management techniques
- knowing the whereabouts of the children at all times

Work Week

Our Savior Day Care will be open to serve the community every Monday through Friday, except for the following days – New Year's day, Good Friday, Memorial Day, Fourth of July, Labor Day, thanksgiving Day, Christmas Day, and December 26). The hours are 6:30 a.m. until 6:00 p.m. Staff members will be required to remain until all the children have been picked up.

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Continuing Education

Staff members are required to attend a one hour staff meeting once a month during the school year. Fifteen hours of Continuing Education must be completed on a yearly basis by employees working 20 hours or less each week. Employees working more than 20 hours each week must complete 25 hours of continuing education per year. Continuing Education must be pre-approved by the Director.

Continuing education can be obtained through credit courses resulting in a transcript, which may be used to meet the continuing education requirement during the year in which the hours are earned and for the two years following the year. Types of training acceptable to meet continuing education requirements shall be limited to:

1. Formal courses resulting in credits or continuing education units.
2. Workshops, conferences, seminars, lectures, correspondence courses and home study courses.
3. Training offered by the Preschool through the use of guest or staff trainers.

The experiences may be in the areas of early childhood education, child development, child guidance, health, first aid, cardiopulmonary resuscitation (CPR), nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a preschool or in communication skills.

The director shall complete at least ten hours of training in supervision or personnel management within one year of assuming the position as part of the annual continuing education requirement, if they have not previously received that training.

It is each employee's responsibility to see that Continuing Education credits are turned into the Director, and that a copy is put into their file.

Your Pay Day

You will be paid twice a month during the school year. Paydays are on the 15th and the last day of the month. If payday falls on a weekend or a holiday, the check will be due on the day prior to it. Your State and Federal required withholding payments are automatically deducted from every paycheck.

Benefits

The following is a list of benefits available to each employee:

- The Employers share of the FICA
- Workers Compensation

Full time and part time employees working at least 1,000 hours per year (average 20 hours per week) are eligible for holiday pay. The 1,000 hours per year shall be prorated for employees

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who have less than one-year employment with Our Savior Kids. The following paid holidays will be observed: New Year's Day, Good Friday, Memorial Day, Independence Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. If a holiday listed above falls on a weekend, then the traditional day of observance shall be recognized for that day.

Attendance Policy

The success of Our Savior Lutheran Early Childhood Program depends to a large extent on you, the staff member of the School, and your being on time each day that you are scheduled to work. By taking on this important position you are making a commitment to your job.

On occasion, circumstances may necessitate your being away from your position. If this happens, it is YOUR responsibility to notify the Director as early as possible (preferably as soon as you know that you are unable to work). It would help the Director to know why you are absent and when you expect to return to work. The Director is responsible for hiring a substitute.

In the event that the Director is going to miss school he/she must notify the Asst. teacher and arrange for a substitute.

Chronic illness or frequent absence may result in your dismissal

Failure to call or report for your job will be considered as if you have quit, and your employment will be terminated, unless there was an emergency situation.

If you must leave work for any reason before the school day is over, you must inform the Director and provide a substitute to cover the class for you.

Safety and You

The safety of all employees is one of our major concerns. Safety must be practiced consciously every minute of each day by all employees. You are strongly encouraged to bring to the attention of the Director all practices and equipment which are potentially unsafe. Among the safety rules that have been established for your protection and which will be strictly enforced are:

1. Our Savior Lutheran Church and its grounds are considered a drug free area. There will be no smoking or drug use on or around the Preschool.
2. If you suffer an accident while working, or any other job related injury, and you fail to report any injury or accident you may lose your eligibility to receive worker's compensation benefits. You must make sure that an accident report is filled out. You must be on the clock and working to be eligible for benefits.
3. Unless properly trained and authorized, in NO case should you try to treat injuries, sickness, or give first aid.
4. Aisles, halls, and walkways are to be kept clean and free of debris and equipment.
5. Horseplay is strictly forbidden.
6. Always ask for instructions before using any type of equipment with which you are not entirely familiar.

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7. All work related injuries, no matter how small, must be reported.
8. No employee shall transport or leave the School premises with a child/children without a signed medical release form and written permission from the parent /guardian for that specific purpose.

Standards of Conduct and Corrective Actions

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Most employees will ordinarily not need to be reminded of them.

We will strive to take a constructive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued.

Violations will result in one or more of the following corrective actions:

ORAL WARNING, WRITTEN WARNING, SUSPENSION OR DISCHARGE.

Criteria to arrive at a decision for proper action will include, but not be limited to:

- The seriousness of the infraction
- Any previous infraction of the employee at our Preschool
- The circumstances surrounding the matter

We, the School, cannot identify every possible violation of the standards of conduct. The following is a partial list of infractions which will result in corrective action, up to and including discharge:

1. Falsifying employment application or personnel of other documents or records
2. Fighting, horse play, practical jokes, or other disorderly conduct which may endanger other staff or the students in the school.
3. Engaging in acts of dishonesty, fraud, theft, or sabotage.
4. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
5. Unauthorized use of the School's material, time, or equipment or property.
6. Damaging or destroying School or Church property due to careless or willful acts.
7. Conduct which the School feels reflects adversely on the employee or the School.

Punishment

At Our Savior Lutheran Preschool, we do not think of discipline as punishment but rather as teaching self-control, Christian attitudes, orderliness and efficiency. Therefore the staff will deal with children in accordance with the Teachings and Philosophy of Christ. We will never use techniques which are humiliating or frightening, such as physical punishment, verbal abuse, or forcing or withholding food. Time outs will not be used in our Preschool

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Evaluations

Every staff member is hired conditionally for a probation period of three months while performing the regular duties of the position. During this period the staff member will be evaluated in certain areas which could include, but are not limited to:

- fulfillment of job responsibilities
- compliance with state standards
- compliance with objectives and goals of the Preschool
- physical, mental, emotional and spiritual competence to care for the children
- dependability and reliability
- initiative in implementing the program
- willingness to share the work load
- relationship with other staff, parents, and children
- attendance and promptness
- appropriate appearance

A staff evaluation for a probationary employee will be conducted by the Director at the end of three months. Regular employees will have an annual evaluation conducted by the Director and School Committee, except the Director, whose evaluation will be conducted once a year by members of the Board of Directors for the Preschool. Evaluation will be the composite of the following:

- parent evaluation of program and staff completed by the parents
- staff evaluation completed by the Director and School Committee
- teacher self-evaluation

Grievances

All grievances shall be put into writing with a copy given to the Director and one given to the Board of Directors for Our Savior Preschool. If the problem has not been settled to your satisfaction within three working days, notification is given to the Board. The Board will call a meeting and act on it within five working days. If the grievance is by the Director, it shall be put in writing and given to the Board, who will call a special meeting and act on it within five working days. They will report back to you in a written form. All decisions of the Our Savior Board of Directors are final.

Family and Medical Leave Act

Employees who have been employed for at least 52 consecutive weeks and have worked a minimum of 1,250 hours during the previous 52-week period are entitled to up to 12 weeks of unpaid family or medical leave during a 12-month period. Spouses are entitled to up to 12 weeks of leave in the aggregate, except for personal illness.

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Family Leave may be taken for the birth of a child, or the placement of a child through adoption or foster care. Family leave must be taken within 12 months of the birth or placement. For employees who work less than 1,250 hours, family leave must begin within 16 weeks of the birth or placement of a child. Family leave is also available to employees to care for the employee's child, spouse or parent if the child, spouse or parent has a serious health condition requiring inpatient care in a hospital, hospice or nursing home, or continuing treatment or supervision by a health care provider.

The employee must fill out an application with a 30-day notice, if possible, and have the required forms filled out by a doctor, etc.

Medical leave is when an employee is unable to perform his/her duties due to a serious health condition that requires inpatient care in a hospital, hospice or nursing home, or continued treatment or supervision by a health care provider. Granting medical leave is under the discretion of Our Savior School Committee.

Suggestions and Comments

Your suggestions are always welcome. More efficient procedures, shortcuts and other time saving techniques are eagerly looked for. Your helpful suggestions indicate an interest in your work. We want to know your ideas, opinions, or problems. Only then can we solve problems for the good of yourself and the entire Early Childhood Program.

Anyone having a complaint about a licensed preschool may submit that complaint to the Department of Health and Family Services by telephone, letter, or personal interview. The licensee may not discharge an employee because they reported violations to the licensing representative.

If you have any questions about your paycheck or how to do things please check with the director.

Administration

Our Savior Lutheran Preschool is an outreach program of Our Savior Lutheran Church. Thus, the ultimate decision making authority rests with the Church Council and the Pastor. To assist the Council there is a school board that is comprised of parents of enrolled children and church members.

A School Committee of 7 members will be formed and will include: the Director, the Pastor of the Church, an educator interested in early childhood education, a parent of a child in the school, (can be a non-member of the congregation), an individual with a financial background, a member of the planning committee from the preschool, and a member of the congregation not affiliated with the school. The Board will help to determine the continuing direction of the Preschool, deal with any issues or concerns of the parents, evaluate staff, etc. The Board is established to oversee the primary school but will be accountable to the Congregation through its Board of Education and Youth. The Board will meet on a monthly basis and emergency meeting will be held if a need arises.

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Administrative Authority

The Director is the person in charge of the school. In the absence of the Director, the line of authority for decision making regarding the daily operation of the school passes to the Lead Teacher.

Employee Staff Meetings

Monthly employee staff meetings will be called by the Director. You are responsible to be present for these meetings. If you do not attend them you are risking termination of your employment..

Observing Illness

All staff are responsible for observing children for any symptoms of illness or injury and report them to the Director. The following procedure is to be used if a child has a sore throat, inflammation of the eyes, fever, lice, ringworm of the scalp, rash, vomiting, diarrhea, or other illness or conditions having the potential to affect the health of other persons in the preschool:

1. The child shall be isolated and given a mat to lie on.
2. The child's parent, or an authorized emergency backup person when a parent cannot be reached, shall be contacted as soon as possible and arrangements made for the removal of the child from the preschool.

A child with a reportable communicable disease specified in HSS-145 may not be admitted to or remain in the preschool during the period when the disease is communicable. The local public health officer and the other parents should be notified. A child may be allowed back when the parents provide a statement from the physician that claims the child is not contagious any longer, if required by the Department of Health.

The staff will not administer any medications except for allergic reactions such as a bee sting. Any medicine administered will be recorded in the Preschool's Medical Log.

Injuries

A daily record of injuries to the children shall be kept in the center medications and injury log book.

Records of injuries shall be reviewed by the director with the staff at least twice each year in order to determine that all preventive measures are being taken. There shall be documentation in the log book that reviews have taken place.

Sanitation

Hand washing is the best prevention for the spread of illness and disease. Staff will wash their hands after assisting with toileting, before handling food and after wiping noses.

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All staff members will wear latex free gloves and take other precautions as directed by the Universal Procedures when in direct contact with blood or other bodily fluids is anticipated, or when providing direct care to a child with an open wound, fecal incontinence, or diarrhea. The gloves will be removed and disposed of properly

All equipment, toys and surfaces will be sanitized in accordance with licensing regulations.

Children who have soiled or wet their clothing shall be changed promptly from a supply that the Preschool will have on hand.

- Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with a chlorine bleach solution of one table spoon bleach to one quart of water, made fresh daily. P
- Place disposable soiled diapers and gloves, if used, in a plastic-lined, foot activated, covered container immediately.
- Place parent-supplied soiled cloth diapers in labeled plastic bags which are kept separate from other clothing.

Transportation

Normally staff will not be transporting children; volunteer parents will normally be used to help transport them. Any parent transporting children will be required to have a Wisconsin registered vehicle, a valid driver's license that has been in effect for at least one year, be at least 21 years of age and have proof of complete insurance on the vehicle. The Preschool does not carry non-owned automobile insurance.

The chaperone for each group on field trips will carry the following information for each of their children:

1. An address and phone number where a parent or other adult can be reached in an emergency.
2. The name, address, and phone number of the child's physician or medical facility.
3. Written consent from the child's parent for emergency medical treatment.

Observing & Reporting Abuse

All staff and volunteers are mandated by law to report all suspected cases of child abuse or neglect when there is reasonable suspicion or knowledge of such abuse or neglect. Abuse may be physical, emotional or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty to provide necessary care, food, clothing, shelter, or medical care. This is not a determination of abuse or neglect that is done by the County Department of Human Services.

Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report the abuse are subject to fines, or imprisonment under the law.

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Procedures for reporting abuse

If a staff member or a volunteer has reasonable cause to suspect child abuse or neglect she should:

1. Notify the Director.
2. Call Sauk County Human Services at 355-4200.
3. If there appears to be immediate danger and unable to reach Human Services, notify the police at 911.
- 4. DO NOT NOTIFY THE PARENTS.**

If there is disagreement among the staff as to whether there is reasonable cause, the staff member who suspects abuse or neglect shall report the abuse or neglect.

If allegations of child abuse or neglect are brought about a staff or volunteer the same procedure will be followed. In addition State Day Care Licensing will be notified by calling 608-243-2423. The staff member or volunteer will be removed from contact with children and an investigation will be conducted by the Preschool Committee.

All staff and volunteers will be trained in these procedures, how to recognize abuse or neglect, and how to document concerns in the medical log book.

General Staffing Policy

The members of the Preschool staff will significantly determine the effectiveness of the Congregation's Early Childhood Program. It is important that all staff members be committed to the Christian Ministry of the Congregation and its Early Childhood Program. It is through the staff members that the Gospel of Jesus Christ will be spread through your Early Childhood Program.

General:

The Staff should:

- be Christian by affirmation of faith and example.
- have a clear understanding of the distinction between Law and Gospel.
- hopefully be a member of our Lutheran Congregation.
- have an up-to-date knowledge of child development and how young children learn.
- be able to relate to young children and accept each as a child of God.
- be willing to grow in the faith.
- be in good health.
- have a good self-concept.
- be flexible and able to adapt to change.
- be capable of managing a group of young children.
- be able to work well and communicate with parents.

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Emergency Procedures

When evacuation procedures are practiced, or in the event of an actual emergency, the lead teacher will check attendance immediately from the daily sign-in sheet to ensure that all the children are accounted for. You will pick up the fanny pack containing basic first aid equipment (including bandages and other basic equipment) the emergency cards for each child and take them with you.

For Tornadoes: The children will be split into two predetermined groups and accompanied by a teacher into the bathrooms of the center. You will need to have a flashlight or battery-powered lantern, a battery-powered radio, blankets and emergency supplies. You will stay with the children until the threat has passed or a parent arrives.

For Fires: In case of a fire, the children will meet at the entrance door of the classroom. (fire drills will be practiced at either exit door in case one of the exits is blocked.) Attendance is taken and you will lead the children out to the designated safe area. **DO NOT STOP TO PUT ON OR TAKE OFF CLOTHING.** Out side in the safe area the childrens attendance will again be taken and checked against the daily attendance records. You are responsible for getting the children out of the building safely.

Fire alarms and smoke detectors will be tested weekly, and a qualified person will inspect the fire extinguishers yearly. During the orientation you will receive training in fire extinguisher usage.

For Flash Flood or Blizzard Warnings: A weather radio will be used to warn of sever weather that would warrant action to be taken. For a flash flood or blizzard warning, parents will be called to come and pick up their children.

For A Lost Child: Two basic things are involved:
1. Notify the Authorities, the Director, and eventually the Parents.
2. Search the area quickly.

Lost at the Center: If a child is lost at the Center, gather the children together and take attendance. Have one of the staff do a quick (5 minutes or less) search. Then notify the police, and the child's parents.

Lost on a Field Trip: If a child becomes lost while on a field trip, the staff and volunteers are to gather the children and check attendance. Then notify the person(s) at the location. Some volunteers and a staff member should conduct a search of about 5 minutes. Then notify the police, and the child's parents.

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Job Descriptions:

Job Title:	Director
Person to whom responsible:	Board of Directors
People for whom responsible:	Teachers, assistant teachers, aides, volunteers, maintenance/grounds/janitorial
Duties and responsibilities:	<p>The Program Director of Our Savior Preschool should:</p> <ul style="list-style-type: none">• be able to effectively supervise a group of adults.• be capable of handling financial and management responsibilities.• be able to adequately communicate with parents and be able to relate to their concerns and needs.• have the educational background and experience in Early Childhood Education as prescribed by the State of Wisconsin.• obtain a certificate from the registry of the Wisconsin early childhood.• professional recognition system within 3 months after assuming the position.

Job Description

The Program Director should:

- carry out the adopted recruitment and enrollment policies.
- assist with or conduct interviews of prospective staff members and make recommendations to the Board.
- with the aid of the teachers, plan a curriculum that is age-appropriate, Christ centered, and meets the stated purpose of the Early Childhood Program.
- plan and implement a safety program and plan and conduct disaster and fire drills.
- provide for regular staff supervision and development.
- plan for equipping age-appropriate indoor and outdoor areas for the children which reflect a Christian environment.
- be responsible for the day-to-day operation of the program.
- supervise classroom schedules and the yearly calendar.
- maintain an active system of parent-school relationships including monthly newsletter.
- contact agencies and make referrals to help children with special needs.
- provide an avenue for incorporation of non-member families into the Congregation and congregational members into the Early Childhood Program.
- attend a worship service at the Church at least once a month.
- attend congregational dinners and social events when feasible.
- supervise classrooms, building, and equipment maintenance.
- represent the Early Childhood Program in the Congregation and community.

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- attend congregational meetings to represent the early childhood ministry.
- keep student and staff attendance and tuition records.
- keep all records required by the state.
- assist with the preparation of the annual budget.
- operate the school within the budget.
- prepare, with the help of the Board's treasurer, monthly and yearly budget reports.
- provide information to the Board on the ongoing progress of the program and staff.
- evaluate the staff and program annually.

Job Title:	Teacher
Person to whom responsible:	Director
Person for whom responsible:	Aides, and volunteers
Duties and responsibilities:	<p>The members of the teaching staff should:</p> <ul style="list-style-type: none"> • be able to plan and implement an age-appropriate program for the children in their care in accordance with the Congregation's purpose and policies. • be able to develop lesson plans. • be able to work cooperatively with the Director, and other teachers and assistants. • be able to adequately communicate with parents and relate to their concerns and needs. • have the educational background and experience in Early Childhood Education as prescribed by the State of Wisconsin. • obtain a certificate from the registry of the Wisconsin early childhood professional recognition system within 3 months after assuming the position.

Job Description

The Teaching staff should:

- under the direction and supervision of the Director, plan, implement and evaluate the curriculum in accordance with the purpose and philosophy of the Early Childhood Program.
- keep a written plan of daily class activities, making them available for parental viewing at the beginning of the week.
- set up and maintain an appropriate classroom environment for younger children.
- attempt to meet the needs of each child.
- keep up-to-date development records of the children in the class.
- report to parents about the children's progress.
- provide written guidelines for substitute teachers.
- give guidance and direction to teacher assistants and volunteers.
- be aware of and comply with all personnel policies adopted by the Board.
- attend staff meetings and functions of the Early Childhood Program.
- take part in professional and spiritual growth activities.
- review and help carry out fire, tornado, and disaster drills.
- fill out accident forms as needed and give them to the Director and parents to be signed and filed.
- assist with sanitizing toys, cleaning of restrooms, tables, kitchen area, and the Preschool classroom area.
- assist with the breakdown and set-up of the school room when needed.
- supervise bathroom use and appropriate hand washing especially before snacks.

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Job Title:	Assistant Teacher
Person to whom responsible:	Teacher
Person for whom responsible:	None
Duties and responsibilities:	<p>The Assistant Teacher should:</p> <ul style="list-style-type: none"> • be willing to work under the direction of the Director and a teacher. • have some experience working with young children. • have the educational background and experience in Early Childhood Education as prescribed by the State of Wisconsin. • obtain a certificate from the registry of the Wisconsin early childhood professional recognition system within 3 months after assuming the position.

Job Description

The Assistant Teacher should:

- recognize that the teacher is in charge.
- assist the Teacher in general supervision and management of a group of young children.
- assist the teacher with the daily classroom activities.
- assist in preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- help prepare and serve snacks.
- help with general housekeeping tasks.
- attend to the needs of individual children.
- attend required staff meetings.
- assist the teacher in any way needed.