

CLOUD COUNTY COMMUNITY COLLEGE

Support Staff Job Description

Position Title: Children's Center Toddler Teacher

Reports To: Director of the Children's Center

Type of Employment: Full-Time Support Staff

Length of Agreement: 2080 Hours Annually

Date of Position Description: April 2024

The administration retains the right to change duties at any time.

RESPONSIBILITIES:

- ❖ Supervise and insure the safety and well-being of the children at all times, being alert for the needs and/or problems of the children as individuals and as a group;
- ❖ Complete Health Assessment (KDHE required) form provided by the Director;
- ❖ Submit a copy of a TB Skin Test;
- ❖ Receive a Hep B immunization, if needed;
- ❖ Must have a clear KBI/Fingerprint background check (KDHE required);
- ❖ Plan, prepare, and implement the general program for assigned classroom and learning environment for children indoors and outdoors;
- ❖ Maintain confidentiality of the children, families, and staff of the Center;
- ❖ Follow all State of Kansas Child Care Licensing Regulations and OSHA Standards;
- ❖ Conduct individual parent-teacher conferences in the Spring and Fall Semesters;
- ❖ Be familiar with and follow all center policies;

- ❖ Prepare or serve lunch when applicable and sit with the children during meal times;
- ❖ Decorate the room with bulletin boards, pictures, children's artwork, and other hangings;
- ❖ Arrange for field trips on campus and write "THANK YOU" notes for trips, if applicable;
- ❖ Keep Director informed in advance of program needs;
- ❖ Report to Director any cases of suspected child abuse or neglect;
- ❖ Handle discipline promptly and in accordance with stated policy on discipline;
- ❖ Regular attendance and/or physical presence at the job is required;
- ❖ Attend regular staff planning and evaluation meetings;
- ❖ Complete 16 clock hours of KDHE approved trainings yearly (overnight travel may be required);
- ❖ Supervise teacher's aides, and childcare students in the classrooms. Complete evaluations when required;
- ❖ Supervise and evaluate work-study students;
- ❖ Bending up and down, sitting on the floor is required;
- ❖ Must be able to lift children up to 40 pounds;
- ❖ Have the ability to work with diverse populations; and
- ❖ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center