

Teacher Job Responsibilities

General – Job Responsibilities

- ___ Respond to children in distress promptly and appropriately.
- ___ Treat each child with dignity and respect, accounting for the many differences in learning styles, personalities, and cultural & socioeconomic backgrounds.
- ___ Ensure all Wellspring policies found in the parent and staff handbook as well as all state requirements are met.
- ___ Implement educational curriculum and activities in coordination with the Director and overall curriculum program.
- ___ Maintain frequent communications with parents through informal discussions, ProCare messaging and milestones, and if needed engage the director to setup parent-teacher conferences.
- ___ Ensure a healthy classroom environment – including maintaining appropriate hygiene, cleanliness standards, safety, and security.
- ___ Work with the director to maintain accurate records, forms, and files for yourself as an employee as well as for each child in the class.
- ___ When ratio allows for only 1 teacher and 2 are present, report up front to check in with a director to see where help may be needed.
- ___ Help with center checklist and tasks at the discretion of the director. Tasks such as end of day center cleaning, dishes, trash, etc.
- ___ Is the classroom and play space(s) clean, safe, and uncluttered?
- ___ Generally, children are not permitted any item around their neck or attached to their clothing (such as a pacifier, etc.) that are potentially hazardous and associated with choking.
- ___ Maintain personal professional development plan.
- ___ Teachers are responsible to keep up on their ongoing training requirements.
- ___ Teacher personal belongings should be inaccessible to children.
- ___ Teachers should communicate frequently with children throughout the day naming objects, actions, using who, what, when, where, why, and open-ended questions.
- ___ Throughout the day, teachers should provide rich social interactions such as smiling, talking, touching, singing, calling child by name, and engaging in eye contact.
- ___ Teachers should use conscious discipline (i.e. redirecting, positive reinforcement, gentle correction, etc.)
- ___ What is our policy about over the counter medication? Wellspring does not administer medication. Only exceptions are emergency situations where an EpiPen or an inhaler is needed. A physician prescribed plan should accompany any emergency medication & cleared with by director.
- ___ All preventative or at-risk products are stored properly. All items labeled “Keep Out of Reach of Children” are inaccessible.
- ___ Identify portable and stationary gross motor materials in class and on the playground
- ___ Routines should be done individually to limit wait time (ex. Stagger bathroom time).
- ___ Infant/toddler mouthed toys should be swapped out as soon as the child finishes playing with it.
- ___ What tone of voice and words are being used with the children? Is it warm and affirming or commanding with raised voice?
- ___ Increase your proximity and not your voice when children need correction.
- ___ Before reverting to time out, use positive reinforcement and redirection techniques.
- ___ Time out cannot be more minutes than a child’s age or for any child under 30 months.
- ___ Discipline or rewards should not be in relation to food, rest, or toileting.
- ___ What is the process if you suspect child abuse/neglect? - Report to the DHS and do not investigate it yourself.
- ___ What are your responsibilities as a mandated reporter? - Report to the DHS and do not investigate it yourself.
- ___ Teachers need to maintain at least 12 training hours a year and a certain number each quarter.

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- ___ Where do you go to do your trainings? prosolutionstraining.com/tn
- ___ What is TNPAL? – Portal that tracks trainings and certifications completed on ProSolutions.
- ___ Only the preapproved list of **SONGS** as designated on Wellspring’s YouTube channel should be played for children to listen to.
- ___ No visual electronic media (movies, video clips, cartoons, etc.) is to be used with the children younger than 30 months. For children older than 30 months, only 30 minutes a day is allowed. Only the preapproved list of **VIDEOS** as designated on Wellspring’s YouTube channel can be shown.
- ___ What does it mean to “supervise” the children? – Must be able to see hear and respond immediately to a child.
- ___ What is an “unattended child”? – A child left in a classroom, outside or anywhere else without a certified adult present.
- ___ What should you do if a child is left unattended? -Report it to a director. An incident report should be filled out and reported to DHS.
- ___ What do you do if you find medication in a child’s bag? – Remove it and give it to the director.
- ___ Smoking and vaping are not ok even if done outside.
- ___ How long can infants stay in their restraining devices such as bouncers, swings, etc.? No more than 15 minutes
- ___ How do you make our bleach water solution? How often do you change it? - Use one capful or two full measuring spoons in the laundry room of bleach with 32 ounces of water. It should be changed out daily.

General – DHS

- ___ What is your classroom ratio?
- ___ What is your max capacity?
- ___ Are you in ratio?
- ___ How many children are present?
- ___ What is your oldest child and their birthday?
- ___ What is your youngest child and their birthday?
- ___ How do you report serious injuries, illnesses, emergencies etc.? – Immediately report the situation to a director and fill out the appropriate form or incident report for the situation.
- ___ What are the critical violations?
 - Ratios
 - Supervision
 - Failure to properly dispense or store medications
 - Failure to store hazardous items
 - Corporal punishment
 - Failure to report suspected abuse or neglect
 - Falsification of documents required by the Department
 - Failure to have CPR/first aid certification as required by the Department
 - Transportation
 - failure to remove or properly secure firearms
- ___ What happens if we are given a critical violation by DHS?

Opening

- ___ Are the beginning of the day checklist items for your classroom completed?

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___ Did you wash your hands?

Drop Off

___ Was each child greeted by name?

___ Did you verify the parent/authorized pickup with photo I.D. to ensure their name matches the one on the authorized pickup list in ProCare?

___ What do you do if the child was not signed in? – Notify a director who will then call the parents to come back to the school to finish the process. **Do not sign in the child yourself.**

___ A full (first and last name) legal signature needs to be signed on ProCare at drop off and pickup.

___ Is a Wellness check performed at drop off?

___ What do you do if a child is dropped off and appears to be ill? – Send the parent and child to be checked out by a director.

___ Explain the steps of a wellness check? What do you do if marks or illness is present? – Ask the parent about their time since last seen and use 'observations' in ProCare to document any new marks or signs of illness. Also, make sure the parent writes down any marks when checking in. If illness, then send the child and parent to check in with the director before being dropped off.

___ Were the child's hands washed at drop off? Did you direct the parent/child to wash the child's hands when being dropped off?

___ Can babies stay sleeping in their car seats if they are sleeping on arrival? - No

___ It is the teacher's responsibility to make sure the child is properly signed in/out of ProCare.

Meals - Breakfast/Lunch/Snack

___ Before feeding children you should be aware of all allergies or diet restrictions. (Found on the back of the mealtime supervision posting)

___ Children are not allowed to carry a bottle or cup with them. If eating or drinking, they must be seated at the table.

___ Children can eat without teacher supervision only if it is for a quick second? - false

___ The teacher supervising mealtime can only perform meal related activities.

___ The teacher serving food should wear gloves.

___ The teacher supervising must be positioned and seated as described on the mealtime supervision positing & able to see all children's faces.

___ All food is to be eaten at a table or in a highchair.

___ The teacher will not serve or allow food to be accessible until it is properly prepared (i.e. cut, diced, etc.). Avoid choking.

___ Children toddler age and older need a napkin to be given to them during their meals.

___ Who has the ultimate responsibility to ensure that food served is a safe size for the children?

___ Explain what mealtime supervision looks like.

___ Engage children during mealtime in developmentally appropriate conversation and teach/model how to eat if age appropriate.

___ Show me how you do mealtime to ensure all children are supervised.

___ Staff should wash hands before and after meals.

___ Children wash their hands before and after meals.

___ Tables or highchairs should be washed and sanitized prior to and after snacks and meals.

___ Floors under tables or highchairs where food was served need to be swept and/or vacuumed after each meal and cleaned as needed.

___ Children should have plenty of time to eat their meals, not being rushed to finish.

___ Children toddler age and older need a napkin to be given to them during their meals.

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___ What do you do if you are the only teacher in a classroom during mealtime, and you have an interruption that requires you to focus your attention away from the children?

INFANTS

- Only hold and feed one infant at a time.
- Infants cannot be fed with propped bottles or while lying flat, they must be held while feeding. (hold child at an angle to avoid ear infections). Check for anything not swallowed before putting the infant back down after feeding.
- If the infant is mature enough (i.e. can sit in a high chair and hold the bottle on their own) but younger than 12 months, highchairs can be used to give them bottles.
- It is not ok to accept previously opened baby food jars.
- If baby food is fed directly from the jar, then it may only be used for one feeding and afterwards must be discarded.
- Heated bottles must be checked for safe temperatures before serving to the child.
- Solid foods (including cereal) should not be given to children in bottles or infant feeders.
- Bottles can be served either warm or cold for infants. Defer to the parent's preference.
- After a bottle is warmed, it cannot be stored back in the refrigerator but must have its contents discarded.
- Formula, food, and breastmilk brought from home shall be labeled with child's name, labeled with the date it was received and refrigerated immediately. Frozen breastmilk labeled with the date expressed and child's name and date received.
- What is the process to prep & clean up the table and highchairs during meals? - Remove big pieces of food waste. Use soapy water to wipe it clean. Use bleach/water to sanitize (at least 20 seconds). Wipe dry. Sweep up food scraps. Ask for a mop if one is needed.
- Show me how you prep and clean up the table or highchair during meals.

Transitions

___ Age groups and classes 31 months and older can be combined the first and last 1.5 hours every day. (Combined ratios apply)

Hand washing/Diaper Changing/Potty

___ When do teachers need to wash their hands during the day? When do children?

___ Explain the steps for handwashing.

- Turn on the water.
- Get hands wet with warm running water.
- Use soap and rub your hands together, making sure to get between fingers, the back of your hands, and your wrists.
- Rinse all the soap off your hands.
- Dry your hands with a clean paper towel.
- Turn off the water.
- Throw your paper towel away.

___ Explain the steps for diapering/potty.

- Get all supplies ready (get out wipes, clean diaper, etc.)
- Get child and place them on the diaper changing table.
- Change child's diaper.
- Get child redressed.
- Wash child's hands and return to play.

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- Throw away soiled diaper and wipes.
- Use soapy water to clean the diaper changing pad. Wipe clean with a dry paper towel.
- Spray bleach/water solution and let it sit for 20 seconds.
- Wipe table clean, dry off **ALL** bleach, then throw away all paper towels.
- Wash your hands.
- Log the diaper change into ProCare.

*Remember diaper changing is a great time to affirm and speak to the child and connect one on one in a positive way.

___ You cannot leave a baby laying on the diaper changing area while you throw away the soiled diaper. (must keep your hand on the infant)

___ Children must be checked at least every 2 hours, ideally more frequently, to see if they are wet or soiled and promptly changed if so.

___ Children cannot be made to sit on the potty more than 5 minutes.

Outside Play

___ Before leaving the classroom to go outside, rules for outdoor play must be communicated to the children.

___ Before leaving the classroom to go outside, do 'name-to-face' and verbally call each child's name.

___ When arriving at the playground, do 'name-to-face' and verbally call each child's name.

___ Before leaving the playground, do 'name-to-face' and verbally call each child's name.

___ When arriving back in the classroom after playing, do 'name-to-face' and verbally call each child's name.

___ Are you following your schedule going outside 2x a day for at least 30 min.? 45 min if in preschool?

___ Teachers must be aware of where children are at all times on throughout the day, especially while outside on the playground.

___ What do you do on rainy days to give children their opportunity for physical play?

___ What is the ratio if there is more than an inch of water? – Ratios restrict to 1:1

___ Are you following your schedule going outside at least 90 min. a day for preschoolers and 60 min. for everyone else?

___ Even if it rains, children need at least 1 hour a day of gross motor play.

___ Name some examples of how gross motor play can be conducted in the case of a rainy day when you're not able to go outside.

Circle & Curriculum Time

___ Show the 2 books, 2 pictures, 2 materials & dramatic play props (i.e. dolls, menus, clothes, food) in class that represent a form of diversity.

___ Are toys organized in such a way as to be accessible and safe for children?

___ Are children allowed to move freely and choose their own companions during free play?

___ Are infants less than 6 months old directly supervised during tummy time?

___ Are teachers engaging in activities and interacting with children?

___ Should you have any times during your day that are teacher-led activities? -Yes, there should be a mix of teacher and student led activities.

___ According to DHS, what do you do when a child does not want to participate in an activity? Encourage them to join, but don't force them.

___ How often should you be reading to the children? Every day, multiple times a day.

___ Should you ever read the same book more than once? Yes

___ Should teachers be engaged with the children during outside time, free play time, or centers? Yes

___ School-age children should have an opportunity to decide on their own participation in activities.

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- ___ Have you done your curriculum prep for the upcoming lesson?
- ___ Today you should be reviewing tomorrow's curriculum material and looking ahead to the upcoming week's curriculum.
- ___ How many centers or experiences are planned per day for your class?
- ___ What should a daily large group circle time look like in your classroom? How did/will it go today?
- ___ There must be a set time when students are able to play, sing, or dance to music. (Music should not be playing all day)
- ___ Art should be student led.
- ___ Children's participation in lessons, centers, and group time (per current DHS rules) cannot be required. However, at Wellspring we do both unstructured and teacher structured times.

Naptime

- ___ Children should have ability to sleep whenever they want.
- ___ Infants should not be placed on their stomachs for naptime. (If infants can roll to their stomachs then that is acceptable)
- ___ Can infants fall asleep in your arms? – Yes but they should be laid in their beds when they fall asleep.
- ___ Infants should not fall asleep in a swing, car seat or any other restraining device
- ___ Did you check the infant's mouth for food before putting them down for nap?
- ___ Did you perform a SIDS check more frequently than 15 minutes? Did you touch them and monitor their body temp, position & breathing?
- ___ Show me how to do a SIDS check.
- ___ Infants shouldn't fall asleep with a bib on or anything around their neck for safety reasons.
- ___ There shouldn't be mobiles, sound machines, or anything else hanging above a crib.
- ___ If an infant has demonstrated that they can roll over (both ways), you don't need to reposition them if they rollover onto their tummy.
- ___ Toys, blankets, or items in general *are not* allowed in or attached to cribs?
- ___ Children are not allowed to have a bottle while in the crib or on a cot.
- ___ Children younger than 13 months cannot have a blanket
- ___ Children older than 12 months cannot be in a crib or highchair.
- ___ For children over 30 months, during naptime what is your classroom ratio? - Class ratio*1.5 - If ratio is 7 then naptime ratio = 10.5 = 11
- ___ Per DHS, children should not be forced to lay down and nap but provided a quiet play space as an alternative.
- ___ Music during naptime should be at a reasonable level to not hinder a teacher's ability to visually and auditorily supervise children.
- ___ Have you completed your checklist items for the middle of the day?

Pickup

- ___ Once your class is in ratio and you've finish as much of your closeout checklist as possible, go and find a manager to see if help is needed elsewhere in the building.

Closing

- ___ Before leaving for the day have you visually inspected the classrooms to make sure no child is still present?
- ___ Have you completed your checklist items for the end of the day?
- ___ Before leaving check in with the closing manager to get room checklist signed off and to see if anything else is needed.

PRINT TEACHER NAME AND DATE _____ TEACHER SIGNATURE _____