

# SAMPLE JOB DESCRIPTION

**Employer: XYZ Day Care and Preschool**

1. Job Title: Nursery Teacher
2. Education and Experience Required: Meet all state credential and licensing requirements for child development teacher. An associate degree in early childhood education or child development is preferred. Must have an understanding of child development, good interpersonal skills to interact with children and parents, and ability to handle crisis situations.
3. Work hours: 8-1½ hour varying shifts between 6:00 AM and 6:00 PM, Monday-Friday.  
Overtime: Some preparation of lesson plans and teaching materials is required.
4. General Description of Job:
  - Plans individual and group activities for children.
  - Instructs children in activities to promote social, physical, and intellectual growth.
  - Teaches rules of conduct and monitors indoor and outdoor play.
  - Structures play activities.
  - Plans instructional activities for nursery aide.
  - Supervises nursery aide.
  - Meets with parents to report on child's progress.
5. Ability to operate the following: Office equipment, Television, VCR, photocopier, computer, and printer.
6. Vehicles or Moving Equipment Driven as Part of Job: N/A
7. Amount of Each Day Spent: **Standing** 50 % **Walking** 30 % **Sitting** 20 % **Total** 100%
8. Employee Works: **Inside** 90 % **Outside** 10 %

9. Physical Activity Required To Perform Job: This information should be provided to physician performing fit-for-duty and/or pre-employment physical.

Please Rate: F= Frequently O= Occasionally S= Seldom

While performing job, employee required to	How Often
Twist	O
Stoop/Bend	F
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	O
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than 1	1-2	3-4	5-6	7-8
Lifting under 10 pounds			X			
Lifting 10-25 pounds		X				
Lifting 25-50 pounds	X					
Lifting over 50 pounds	X					
Carrying under 10 pounds			X			
Carrying 10-25 pounds		X				
Carrying 25-50 pounds	X					
Carrying over 50 pounds	X					
Pushing/Pulling under 10 pounds	X					
Pushing/Pulling 10-25 pounds	X					
Pushing/Pulling 25-50 pounds	X					
Pushing/Pulling over 50 pounds	X					
Reaching above shoulder height			X			
Reaching at shoulder height		X				
Reaching below shoulder height		X				
Talking						X
Hearing						X
Vision						X

10. Working Environment: Classrooms are air-conditioned with tile and carpeted floors. Playground has wood chip and grassy surfaces.

11. Possible Job Modifications:

- Teacher can alternate sitting and standing as needed.
- Teacher may use a low stool to limit bending and avoid sitting on the floor, kneeling, and crouching.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date

SAMPLE