



Position Title: Teacher
Erwin Child and Family Center

Reporting Relationships:

Reports directly to Center Director and/or Assistant Director

General Summary of Duties:

Directly responsible for the functioning of the classroom, supervision of classroom staff and volunteers.

Responsible for assisting in the development and implementation of the daily activity program for the children in assigned classroom. *(For Infant Teachers – children will be between six weeks and 18 months.)*

Responsible to work closely with other staff to provide a varied and enriched program for children. Willingness to work in a team approach with the classroom team, collaboration with team members and families.

Essential Responsibilities or Functions of the Position:

1. Responsible for actively participating in planning developmentally appropriate activities of the child care program. Responsible to create an inviting learning environment: anticipates problems and redirects prepare each day's activities, be able to meet and respond to individual children's individual needs and interests. Implement IEP and early intervention plans for children where appropriate.
2. Works with the other staff in implementing daily program by providing supervision and training to classroom staff. Participates in classroom team meetings to discuss, plan and evaluate the classroom program on an on-going basis advance each year in a formal manner.
3. Is knowledgeable of child development and is aware of developmental levels and changes. Is able to clearly communicate to staff and parents information and direct appropriate responses to these developmental issues and needs.
4. Provides a vehicle for regular communication within the classroom team. Seeks input from all team members in establishing, implementing and evaluating the classroom program and in discussions relating to the development of each individual child. Communicates with team members directly and avoids gossip.
5. Responsible to prepare materials and equipment for the daily education program in the classroom. Provides materials for all key experiences in conjunction with the classroom team.
6. Completes all necessary record keeping, including, but not limited to attendance, medication, accident reporting, behavioral observations, meal counts, updated emergency information, developmental information, etc.
7. Follows all day care center regulations, agency and program policies and procedures, and Health Department procedures. Alerts the directors to possible areas of concern related to children, parents, staff, and regulatory compliance of the provision of high quality childcare.
8. Assures that all team members maintain vigilance about health and safety concerns including taking universal health precautions when changing diapers, treating wounds, serving food, etc. Enforces hand washing routine before meals, before cooking and whenever else necessary; continually sanitizes toys; follows correct procedures for dish washing; monitors the cleanliness of the environment and sweeps, vacuums and mops as needed; pays attention to maintaining a clear access to fire exits.

9. Demonstrates a concern for each child, by fostering their well-being and self-esteem, providing nurturing and enriching care (i.e. reinforces positive behavior, friendly, warm, and affectionate, uses a modulated, appropriate voice).
10. Fosters family communication by sharing positive information about the child and the program verbally and in writing. Is responsible to be available and approachable with parents, listen and respond well to parents. Use regular parent conferences as a vehicle for sharing and collecting information specific to the child's development.
11. Is an appropriate role model; remains calm in a tense situation, avoids stereotyping and labeling, promotes self-esteem in communications.
12. Approach and receive feedback with an open attitude, focusing on growth and skill development, set goals for self-development. Actively participate in achieving additional education and professional growth through coursework, training, workshops and/or reading professional literature. Acts as a role model to classroom team.
13. Maintain high standards of professional confidentiality in regard to program, children, families and coworkers.
14. Maintain CPR and Standard First Aid certifications to ensure preparedness to respond to health emergencies.
15. Promotes the center and program within the community and provides a model of professionalism to others in the field and on the team. Attends and participates in staff meetings and required center events.
16. Responsible to complete any other tasks related to the management of the program as assigned by the Education Coordinator, Assistant Director and/or Center Director.

Typical Working Conditions:

- Most work is performed in an indoor classroom setting.
- Accompanies children outdoors daily for such activities as playtime, games, walks, field trips, though not severely inclement weather, extremely cold or hot.

Typical Physical Demands:

- Lifts and carries children weighing up to 35 pounds
- Stands, sits and moves around while supervising children at play in outdoor areas, and while participating in indoor activities.
- Lifting, carrying and moving program supplies and equipment as needed.
- Biannual physical and Mantoux TB test required.
- OSHA Bloodborne Pathogens: Category I.

Knowledge, Skills and Abilities:

Trained and experienced to carry out the functions of the head of a group for a child care program. Must be mature, in good physical and mental health, of good character, and possess suitable personal qualifications.

Education:

Minimum: An Associate degree or higher in Early Childhood Education, Child Development or related field. *(For Infant Teachers: an additional year of training or experience in the infant through toddler age group is required.)*

Preferred Work Experience:

Two years of teaching experience in an early childhood program that includes children who are preschool age.

Background Check:

Must meet the requirements of the School Age Care, Day Care, and/or Mental Health Regulations regarding a State Central Register Clearance regarding history of abuse/maltreatment of children and Criminal History Review for criminal convictions.

Employee Acknowledgment:

I have read this job description and understand the responsibilities as stated and have received a copy.

Signature

Date