

### General Position Description

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns.

This position reports to Center Director

### Key Responsibilities

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.
- Maintain personal professional development plan to ensure continuous quality improvement.

### Additional Knowledge, Skills and Experience Required

- Minimum of 2 years of professional child care experience.
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health screening.

### Educational Requirements

- Associate's Degree in early childhood education or related field of study with a minimum of 30 Credits in ECE. Preferred
- **Child Development Associate(CDA) Minimum**

### **Physical Requirements**

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.

### **Employment Type**

Full Time and Part Time available

### **Wage Range**

### General Position Description

The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistant are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

This position reports to Center Director

### Key Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, maintenance, and availability of classroom materials.
- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

### Additional Knowledge, Skills and Experience Required

- Minimum of 1-2 years of professional child care experience.
- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health screening.

### Educational Requirements

- High School Diploma or GED, and significant college credit in early childhood education or related field of study. CDA or 6 hours of ECE credit preferred.

### Physical Requirements

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.

### Employment Type

Full Time or Part Time

### Wage Range

Depends on Certificate and Experience