

# CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

## Job Description

**POSITION TITLE:** Teacher **DEPARTMENT:** Children's Programs

**POSITION REPORTS TO:** Center Manager **FTE:** 80% - 100%

**POSITION DURATION:** as Funds Permit **WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0-3 **APPROVED BY:** Policy Council  
**APPROVAL DATE:** 04/19/17

**APPROVED BY:** SDA  
**APPROVAL DATE:** 03/11/16

### POSITION SUMMARY:

The teacher is responsible for developing an atmosphere for learning that is pleasant for children, families, volunteers, and staff. S/he will plan and implement an appropriate program following the Integrated Work Plan that will address the intellectual, emotional, social, and physical development of each child. The teacher will coordinate the activities in the classroom and on home visit while developing and maintaining positive relationships with families. S/he will encourage and assist parents to become involved in the development of their own children.

### QUALIFICATIONS:

#### Minimum:

AA degree in Early Childhood Education.

#### Preferred:

1. Baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education.
2. Must have two years preschool teaching experience in a classroom or center-based setting.
3. Minimum of one year experience as a direct supervisor.
4. Must have a current Red Cross/AHA pediatric and adult First Aid/ CPR cards.
5. Must have dependable transportation and/or valid driver's license and auto insurance.

6. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays
7. Ability to communicate effectively with children and adults in both verbal and written format.
8. Evidence of ability to work in a cooperative team manner and to follow directions and program policies
9. Must be on the Central Background Registry, pass a pre-employment drug screening and have completed a TB screen.
10. Must be willing and available to work flexible hours, occasional evenings or week-ends.
11. Ability to occasionally lift up to 50 lbs.
12. Must have intermediate working computer knowledge and skills.
13. Bilingual skills preferred.
14. Ability to participate in regular kneeling, stooping, bending and sitting on the floor and standing for long periods of time.
15. Ability to work with families from a diverse population.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide supervision to all staff and volunteers assigned to the classroom. Provide role modeling and training for assistants, aides and volunteers.
  - a. Delegate appropriate duties to assistants, aides and volunteers as assigned in the job description and program policies.
  - b. Include assistants, aides, parents, and volunteers in planning.
  - c. Evaluate assistants, aides, and volunteers objectively and regularly.
2. Plan and implement a developmentally appropriate program which meets the intellectual, emotional, social, and physical needs of each child and is based on the goals and curriculum of our program.
  - a. Insure compliance with program plans and performance standards.
  - b. Insure that individual goals set for each child are carried through in the classroom and on home visits including IFSP goals.
  - c. Complete daily lesson plans and submit to Center Manager in a timely manner.
  - d. Have daily plans with assigned responsibilities available in the classroom each day.
  - e. Post daily schedule.
  - f. Insure that daily lesson plans document implementation of the Program Plans.

3. Maintain written records on individual children and their families within program time frames.
  - a. Insure that IFSP documentation is recorded and updated regularly and in a timely manner for children with disabilities according to interagency agreements.
  - b. Insure that Individual Plan is complete for each child in a timely manner and are updated regularly.
  - c. Insure that SOAP files are completed and kept up to date.
  - d. Insure that each child's developmental progress is assessed, tracked and documented according to program standards and policies.
4. Promote the development of parent's skills as the primary educators of their children.
  - a. Conduct home visits and help to educate parents in the areas of Education, Health/Nutrition/Dental, and Social Services as outlined in program plans.
  - b. Assure required home visits with all families are completed.
  - c. Encourage parents to become "teacher" on home visits.
  - d. Encourage parents to volunteer in the classroom, attend monthly parent meetings and trainings.
  - e. Coordinate home activities with classroom activities.
5. Insure that children are constantly supervised with consistent and positive guidance techniques.
  - a. Maintain with the assistant teacher and classroom aides a positive and consistent approach for behavior management.
  - b. Assist the bus driver and bus aide with behavior management.
  - c. Assure that classroom activities are carried out in a timely manner.
6. Responsible for classroom environment and safety.
  - a. Provide an effective arrangement of space.
  - b. Insure proper maintenance of equipment.
  - c. Conduct monthly fire drills and emergency procedures (earthquake, tidal waves, etc).
  - d. Handle and be prepared for local emergency situations.
  - e. Responsible for condition of classroom - set up, tear down and sanitizing for other occupants (i.e., church).
7. Insure that routines are carried out in a manner that is consistent with appropriate child development practices and within health and safety guidelines.
8. Provide experiences that will promote individual self-expression in conversation, imaginative play, and creativity.
9. Provide a variety of language stimulation activities.

10. Provide experience involving thinking skills such as generalizing, classifying, sorting, and problem solving.
11. Insure that parents receive adequate information about their child's experiences at the center.
12. Provide advocacy and support for families.
13. Contribute to the operation of the center and program by attending and participating in center, class and program staff meetings; and sharing information gained through attendance at required trainings, workshops, and consultations.
14. Assist in the evaluation and planning of program plans.
15. Help collect in-kind for the center.
16. Help with inventory at the end of the year.
17. Work as a team member with all staff.
18. Perform other duties as assigned by supervisor.
19. Willing to improve self professionally and to take part in on-the-job training.
20. Must attend a minimum of 24 clock hours of professional development per year.
21. Maintain program and client confidentiality policies.
22. Support and work with all interagency agreements.
23. Must maintain a working knowledge of program plans, policies and Performance Standards.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability

Number of Hours per Week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.