



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Teacher	Education	Center Coordinator/Lead Teacher
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

### POSITION SUMMARY

The Teacher develops strong nurturing relationships with children and families that include building quality partnerships to encourage family engagement with their child’s learning. The Teacher instructs children in activities designed to promote social, physical, and intellectual growth.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips
- Monitors students’ progress throughout the year and evaluates preparedness for kindergarten
- Communicates all progress and concerns with tact and professionalism to parents, Lead Teacher and/or Center Coordinator. The Teacher is also the second in command in the classroom
- Builds and maintains positive relationships with parents
- Actively supervises and enforces safety and security standards for children, staff, and visitors
- Maintains required paperwork for individual student files: attendance, incident reports, and other necessary records
- Maintains knowledge of research, developments, and best practices in early childhood education
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play
- Serve meals and snacks in accordance with nutritional guidelines.
- Prepare materials and classrooms for class activities
- Enforce all administration policies, licensing regulations, and rules governing students
- Identify children showing signs of emotional, developmental, or health-related problems and discuss them with supervisors, parents or guardians, and child development specialists
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development
- Creates an environment that reflects the values and norms of the diverse children and families we serve
- Perform other duties as assigned

**MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Associates degree in Early Childhood Development; Bachelor’s degree in Early Childhood Education preferred OR Child Development Associate (CDA) Preschool Credential with related experience.
- Two years of related experience or relevant coursework
- Good oral and written communication skills
- Extensive knowledge of early childhood development principles and developmentally appropriate educational practices.
- Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Current driver’s license, insurance, and access to a reliable automobile during working hours.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider*

**Reviewed with Employee By:**

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Received By:**

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_