

TEACHER AT HAND-IN-HAND

Basic Functions of Job-Summary The Early Childhood Teacher establishes and maintains a safe, healthy, nurturing, fully inclusive learning environment. They will provide a positive early childhood experience by encouraging children to develop a healthy self-concept and positive self-esteem. This person will work to advance each child's skills in the following developmental areas: large and small motor, language/communication, social/emotional and cognitive. They will work to establish positive and productive relationships with families and other staff members in order to ensure a well-run, purposeful program responsive to individual child and family needs.

Typical Duties and Responsibilities (Include but not Limited to):

- Develops weekly plans and implements age appropriate curriculum to nurture and stimulate all domains of children's development in their care
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth
- Perform on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
- Provide responsive care to all children by adapting daily caregiving routines and plans to the interest and needs of the individual child and the group
- Maintain ongoing, open communication with parents/caregivers
- Provide a classroom environment that encourages parent participation
- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff
- Plan periodical parent conferences to discuss children's developmental progress, needs and interests
- Maintain accurate, complete and timely client and agency records; completes daily meal and attendance records
- Assures a healthy, safe, clean and developmentally appropriate environment for children
- Provides functional training and guidance to staff, interns, substitutes and volunteers assigned to the classroom
- Reports all staffing and classroom concerns to supervisor in a timely manner
- Reports family changes in schedules and excessive absences to the Program Director in a timely manner
- Participate in ongoing development and evaluation of centers goals and objectives

Education:

- Associates Degree
- 1 year of teaching experience preferred
- Minimum teacher requirements set forth by the Department of Children and Families (DCF)

Skills and Abilities:

- Early Child Development knowledge and experience
- Knowledge in Desired Results, Development Appropriate Practices
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude/disposition
- Ability to use the computer to input developmental data
- Ability to effectively plan, organize and implement educational activities
- Ability to make decisions on behalf of children and protect their well-being
- Must be able to manage confidential information

Physical Requirements The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hand to finger, handle or feel objects, tools, or controls, and talks or hears
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision
- May occasionally be required to drive motor vehicles
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Nonessential: - Assist in housekeeping activities (i.e. sweeping, mopping, sanitizing toys, cleaning up toys, cleaning up after meals, snacks, and general clean up.)

Responsibilities to the Agency: - Maintain confidentiality in all phases of the Hand in Hand Program - Represent the agency and consumers of the agency in a respectful and professional manner.