

Plaza Child Development Program

Teacher

Salary: Depending on education and experience

Status: Non Exempt / Full time

Specific Duties:

- Responsible for the overall supervision of the classroom including the children, function of the Child Development center including the health and safety of the children, staff, parents, volunteers, vendors and visitors, etc.
- Monitor the Child Development Center according to the State Licensing requirements, Funding Terms and Conditions, Title 5, Title 22, Labor Law, etc.
- Maintain California's Desired Results for Children and Families including the supervision of the completion of Developmental Profiles, Parent Surveys and the Early Childhood Environment Rating Scale as well as the analysis of findings and creating the Action Plan.

Main

Duties:

- Carries out Mission, Vision, and Values established by the President/ C.E.O. and Board of Directors.
- Participates in the overall agency Accreditation Quality Improvement process.
- Supervises Associate Teachers and assistants, as assigned, and conducts performance and provides functional training and guidance.
- Ensures implementation of age appropriate curriculum to nurture and stimulate the psycho social, cognitive and cultural needs of the children in their care.
- Responsible to report directly to Supervisor concerns regarding staffing or classroom issues.
- Keeps necessary attendance records, up to date emergency forms, curriculum plans, individual child development profile and other records as needed.
- Responsible for developing lessons plans for classroom.
- Develops short and long term goals for individual child and overall group.
- Attends staff meeting and trainings as needed or assigned.
- Conducts classroom and parent meetings.
- Implements programs, which encourages parent involvement and development.
- Responsible to communicate with parents on child development issues, policies or other concerns related to their child.
- Responsible for securing health, hygiene, safety, and overall well-being of children at all times.
- Keeps classroom neat and orderly.
- Must have the ability to nurture respectful relationships with clients and children and must be sensitive to the client's cultural and socioeconomic characteristics.
- Responsible for reporting any symptoms of child abuse and neglect, abnormal behaviors, injuries, illnesses to Supervisor and /or parents.
- Completion of assessments of children on an on-going basis.
- Preparation of an individualized plan for each child based on assessments and observations.
- Confers with each parent to discuss his/her child's growth and development. These are to include parent teacher conferences.
- Creates an inviting and stimulating, culturally sensitive environment by actively soliciting parent input.

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- Trains the assigned Associate Teacher, Assistant Teacher and/or Volunteer, involving them in activity planning and program implementation with input from supervisor.
- Maintains confidentiality of records and information of staff and families.
- Strict compliance with universal precautions in the classroom or/and when administering first aid.
- May perform other duties as assigned by supervisor.

Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

Education/Experience

- AA degree with 24 semester units in Child Development or Early Childhood Education
- or 60 Units of completed coursework at a four year college or university that would lead to a BA/BS Degree in Child Development or Early Childhood Education or related field.
- and The individual must possess a current Child Development Teacher's Permit, plus 2 years teaching experience. Bilingual (E/S) preferred. Must be a team player.

Special Requirements

- TB clearance, to be renewed every two years.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Childcare employees must be able to perform the following essential functions:

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Lift 30 pounds from the floor to a waist-high table when necessary.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Handle the responsibilities and routine stress often associated with providing childcare services.