



## ECE Teacher Job Description

Florence Crittenton Services is a nonprofit organization that educates, prepares and empowers teen mothers to be productive members of the community. Florence Crittenton Services uses proven, progressive approaches that address education, early childhood education and supportive services and encompass teen moms, dads and their children. Education services are provided at the Florence Crittenton School in partnership with the Denver Public School District (DPS). Florence Crittenton Services provides essential services for teen families that are not available elsewhere in the community. This position is responsible for providing warm and responsive care to infants, toddlers and preschoolers, modeling and instructing teen parents in appropriate care-giving behaviors, implementing developmentally appropriate curriculum, activities and practices while maintaining a safe, clean and attractive environment based on ITERS/ECERS guidelines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide consistent, caring, sensitive and responsive interactions with children using positive behavior support.
- Model and provide instruction for teen parents in appropriate care-giving behaviors.
- Implement and sustain developmentally appropriate curriculum, activities, and practices for infants, toddlers or preschoolers with consistent daily routine.
- Maintain a safe, clean, and attractive environment based on ITERS/ECERS guidelines.
- Communicate with teen parents in a warm, approachable, and supportive manner.
- Assess the developmental progress of each child utilizing the Teaching Strategies GOLD framework.
- Conduct family parent-teacher conferences two times per year, with additional conferences as needed.
- Provide for the individual and group needs of all children in your classroom.
- Implement Creative Curriculum and Teaching Strategies Gold assessment tool.
- Implement Conscious Discipline for Social/Emotional Development
- Follow established procedures for caring for sick children, suspected child abuse or neglect, accidents, illnesses, and emergencies.
- Follow Colorado Rules and regulations for licensed childcare facilities.
- Complete required paperwork in an accurate and timely manner.
- Maintain a professional relationship with all staff through respectful, open communication and active participation in program activities.
- Conduct two Parent/Teacher conferences and two home visits per school year.
- Consistently improve skills, expertise, and credential by participating in continuing education in Early Childhood Education.
- Other duties as assigned.
- If position is Early Head Start, Collaborate with Child Family Educators to conduct additional assessments and home visits as well as complete additional paperwork as prescribed by the Early Head Start program.

## QUALIFICATIONS

- Knowledge of early childhood education and child development principles and practices.
- Strong interpersonal, collaborative and teamwork skills; ability to work collaboratively and effectively with staff as well as with teen parents.
- Effective time management skills, particularly the ability to juggle and prioritize the needs and requirements of children, parents, and staff.
- Strong organizational skills, including the ability to set up and manage a classroom, curriculum, and assessment system.
- Must be at least 18 years old and in good physical and mental health; must pass annual medical exam per licensing requirements.
- Knowledge of Teaching Strategies Gold and Creative Curriculum is preferred.
- Must be able to pass Colorado Central Registry and CBI criminal record checks and must have no prior convictions for child abuse, misdemeanors or felonies.

## EDUCATION and EXPERIENCE

- Minimum of 2 years of experience in early childhood education, preferably with infants and toddlers.
- Must be qualified as an Early Childhood Teacher according to Colorado State licensing regulations.
- Must have a minimum of Level II credential
- Associates or Bachelor's Degree in ECE or CDA is preferred.
- Experience working with at-risk youth is preferred.
- Current First Aid and Infant, Child and Adult CPR Certification
- Current PDIS/Colorado Shines Account
- Colorado Shines Pre-service and/or Required Trainings

**PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**SCHEDULE:** Florence Crittenton Early Childhood Center is open from 7:30 am-3:30 pm Monday through Friday. We follow the Denver Public Schools calendar. Teachers are expected to be at school from 7:00 am-3:30 pm. There are occasional requirements for afterhours care and will be scheduled in advance. All teachers must attend staff development training. Staff development training will take place on days that the school is closed, but will fall under regular work hours.