



## Job Description

### **Position Title: Early Childhood Education Center Teacher**

Reports to: Director of Early Childhood Education Center Director

FLSA Status: Non-Exempt

Pay Range: \$17.14 – \$22.30 commensurate with experience

Contributor Level: Individual

### **General Purpose:**

The Early Childhood Education Center Teacher 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. The Early Childhood Education Teacher reports to the Early Childhood Education Center Director.

### **Essential Functions:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Provides consistent, caring, sensitive and responsive interactions with children using positive behavior support.
- Implements and sustains developmentally appropriate curriculum, activities, and practices for infants, toddlers, or preschoolers with consistent daily routine.
- Maintains a safe, clean, and attractive environment based on ITERS/ECERS guidelines.
- Assess the developmental progress of each child utilizing the Teaching Strategies GOLD framework.
- Conducts family parent-teacher conferences two times per year, with additional conferences as needed.
- Provides for the individual and group needs of all children in your classroom.
- Implements Creative Curriculum and Teaching Strategies Gold assessment tool.
- Implements Conscious Discipline for Social/Emotional Development
- Follows established procedures for caring for sick children, suspected child abuse or neglect, accidents, illnesses, and emergencies.
- Follows Colorado Rules and regulations for licensed childcare facilities.
- Completes required paperwork in an accurate and timely manner.
- Maintains a professional relationship with all staff through respectful, open communication and active participation in program activities.
- Conducts two Parent/Teacher conferences and two home visits per school year.
- Consistently improves skills, expertise, and credential by participating in continuing education in Early Childhood Education.

- If position is Early Head Start, Collaborates with Child Family Educators to conduct additional assessments and home visits as well as completes additional paperwork as prescribed by the Early Head Start program.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

**Supervisory duties:**

- None.

**Knowledge, skills and abilities:**

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Ability to communicate with teen parents in a warm, approachable, and supportive manner.
- 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.
- Knowledge of Teaching Strategies Gold and Creative Curriculum.

**Education:**

- High School Diploma or GED equivalent is required.
- Associates or Bachelors Degree in ECE or CDA is preferred.

**Experience:**

- Two or more years of experience in early childhood education is required and preference given to experience with infants and toddlers.
- Experience with Teaching Strategies Gold and Creative Curriculum is preferred.
- Experience working with at-risk youth is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

**Additional Requirements/Licenses/Certifications:**

- As required by the Denver Public Health Order, all Florence Crittenton Services employees must be fully vaccinated against COVID-19 and are required to provide valid proof of vaccination.
- Must have reliable transportation.
- Must have a valid driver's license.

- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment. 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.
- Must be at least 18 years old and in good physical and mental health; must pass annual medical exam per licensing requirements.
- Must be qualified as an Early Childhood Teacher according to Colorado State licensing regulations.
- Must have a minimum of Level II credential.
- Current First Aid and Infant, Child and Adult CPR Certification is required.
- Current PDIS/Colorado Shines Account is required.
- Colorado Shines Pre-service and/or Required Trainings are required.

**Working environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is generally performed in an indoor environment.
- Occasional travel to conferences, meeting is necessary.
- Work may involve additional hours during the evenings or on the weekends.
- Subject to call-back work and incumbent must be able to respond to emergency
- May be required to rotate on-call responsibilities.
- Must reside within 30 minutes of facility to be included with on-call rotation.

**Physical Activities:**

*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.*

- Ability to stand, sit, walk, walk on unpaved terrain, talk, reach with arms and hands, have good manual dexterity, use hands and fingers to operate a computer and telephone keyboard, handle or feel, hear alarms/telephones/normal speaking voice.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and / or 25 pounds frequently.

**Compensation**

- Hourly Rate is \$17.14 – \$22.30 commensurate with experience

**Benefits**

- A generous benefits package includes paid time off, paid holidays, health, dental, and vision insurance, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and EAP

**Resume and Cover Letter Required**

***Florence Crittenton Services** is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.*