



## Job Description

**Position Title:** Teacher

**Program:** Early Childhood Program

**Date/Revision:** May 2019

**Position Summary:**

Team teach in the Early Childhood Program, providing leadership in all phases of planning and implementation of developmentally appropriate experiences for children ages birth to five years, including work as a member of a multi-disciplinary team, providing direct early intervention services to children with a variety of intensive needs.

**Desired Qualifications for Knowledge/Experience:**

1. Bachelor's Degree in Early Childhood Education, Early Childhood Special Education, Elementary Education, or a related field required.
2. Teacher licensure preferred.
3. Minimum of two years experience teaching in a mainstreamed early childhood setting, including direct experience providing developmental or support services to children with disabilities or other health needs and their families.
4. Demonstrated ability to work with a wide range of people including professionals and parents while maintaining an awareness of each individual's needs and strengths.
5. Demonstrated ability to work independently and as a member of a team.
6. Demonstrated ability to collaborate with other professionals, maintain records, and complete reports on a timely basis.
7. Must possess a value system consistent with that of the Family Center of Washington County and have demonstrated a client-centered approach in past work.
8. Must display caring, respect, resilience, a willingness to adapt to change, and excellent interpersonal skills.

**Reports to:** Early Childhood Program Manager

**Employment Category:** Full or part time exempt

**Pay Grade:** 8

**Number of Hours per week:** 35-40, year round

**Essential Functions:**

1. Maintain the safety and supervision of all children in the classroom.
2. Take a lead role in planning and implementing activities and maintaining routines for children throughout their day, attending to basic personal needs, and group activities, in an inclusive classroom setting while using a team teaching approach.
3. Take a lead role in communication and collaboration with classroom staff as well as other service providers to develop appropriate learning activities, physical environments and accommodations for children to promote each individual child's acquisition of skills in all

- developmental areas.
4. Implement child assessment for all children in your classroom including regularly conducting child assessments, documentations, and data gathering and tabulation using Teaching Strategies GOLD.
  5. Provide ongoing communication and be a problem-solving link with families using the Strengthening Families and Protective Factors framework, including daily check-ins at drop off and pick up, family conferences twice a year, and additionally as needed.
  6. Work closely with WCMH/Early Childhood Mental Health related to referrals, diagnosis, evaluations and service coordination; maintain accurate, timely and complete case records and data for Medicaid billing.
  7. Lead weekly classroom team planning meetings and participate in program and agency-wide trainings and in-services.
  8. Attend workshops and conferences to maintain a minimum of 18 hours of annual professional development, as well as maintain current CPR and First Aid certifications.
  9. Purchase materials for special projects and submit receipts; work closely with the ECP Manager for purchases and grant applications.
  10. Maintain confidentiality consistent with the Family Center's policies and the law.
  11. Attends Family Center events, public awareness activities, education sessions, and fundraising events.
  12. Must be able to safely lift, hold and carry a child up to 50 lbs.
  13. Maintain relationships with community.
  14. Regularly access clinical expertise and supervision in order to prepare and inform your work with program participants.
  15. Other duties as assigned.

<b>Success</b>	Ensures all children are safe and daily routines are followed. Implements and developmentally appropriate curriculum and maintains well organized classrooms. Communicates and collaborates effectively with parents, service providers and ECP staff. Understands licensing regulations and makes sure classroom is compliant. Children are ready for school or for next transitions and TSG checklists are completed in a timely manner and used effectively for parent teacher conferences and as needed. Completes timely and accurate billing as needed.
<b>Excellence</b>	Takes initiative to problem solve. Collaboration across all classrooms/ages. Handles stressful situation with confidence. Uses a Strengthening Families Approach with all families and initiates new opportunities/activities that supports child & parent wellbeing. Takes charge and seeks new opportunities. Regularly uses data collected from TSG to challenge and improve classroom curriculum so all children are gaining skills to their fullest potential.

**Working Conditions:**

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the office normally takes place in similar office

environments, although occasionally work may include classroom environments.

**Physical Demands:**

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.