



POSITION DESCRIPTION

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| <u>Job Title:</u> | Teacher- Campagna Early Learning Center |
| <u>Job Status:</u> | Full-Time, Benefits-Eligible |
| <u>FLSA Classification:</u> | Exempt |
| <u>Reports To:</u> | Program Director |

Position Summary

The Campagna Early Learning Center Teacher creates, maintains, and manages an engaging, warm, and challenging learning environment for young children, incorporating developmentally appropriate learning activities that meet the needs of the group as well as those of individual children. The Teacher will collaborate with all staff to facilitate the utilization of needed services to the children and their parents. The Teacher is responsible for keeping accurate reports and forms on each child and ensuring that all of the necessary forms are completed and properly maintained.

Primary Responsibilities

Early Education Services

- Conducts developmental screenings and makes referrals when needed
- Continuously assesses child progress using Teaching Strategies Gold (the online assessment tool)
- Enters child observations into the Teaching Strategies Gold database system on a weekly basis
- Participates in data meetings to aggregate and analyze child outcome data
- Seeks parent involvement in planning culturally and linguistically responsive activities
- Plans and implements developmentally appropriate activities designed to promote school readiness and support learning through daily routine (i.e. Lesson planning)
- Supplies and/or suggests materials to enhance the learning activities

Building Effective Relationships with Families

- Engages families as full partners in their own and their child's development and learning by helping families develop and reach realistic and achievable long- and short-term goals, engaging them in assessing their needs and strengths, and supporting them in taking actions to reach their goals
- Develops and maintains meaningful, productive relationships with families
- Promotes parents' overall involvement and participation in program governance
- Promotes family involvement in agency-wide activities (e.g., health fairs, festivals, other activities)
- Plans and offers productive learning experiences for families based on classroom curricula and family interests
- Encourages and welcomes family engagement in the daily program
- Communicates with parents through parent conferences, written correspondence, and telephone to apprise them of their child's progress, upcoming events, classroom activities, individual education plan changes, and other relevant information.

Supporting Comprehensive Services

- Works as a mentor for new teachers with encouragement and optimism inspiring hope. Also, provides new aspects of Early Childhood Education by shadowing aspiring teachers given guided instructional support in a non-judgmental environment
- Works in collaboration with other program staff and consultants to monitor, track, and coordinate services for children and parents
- Works collaboratively with other agencies to help meet the needs of families in the program.

Administrative

- Maintains records on each child according to program guidelines
- Performs other duties requested by the Program Director.

Required Qualifications

- An Associate's degree in Early Childhood Education or related field
- A Child Development Associate (CDA) with an Infant/Toddler endorsement
- All candidates must have a minimum of two (2) years of experience working in an accredited Early Childhood Program
- Must be willing to pursue classes in Early Childhood Education, as required by the program
- Strong written, verbal, communication, and organizational skills
- Ability to coach and mentor adult learners
- Ability to establish supportive relationships with staff and families from diverse backgrounds
- Ability to work within a team environment as a cooperative and supportive team member
- Ability to sit on floor and lift children up to 40 lbs.

Preferred Qualifications

- A Bachelor's Degree in Early Childhood Education
- An Associate's Degree in Early Childhood Education
- Knowledge of curriculum planning and development techniques and skills (Creative Curriculum especially desirable)
- Knowledge of high-quality early childhood health and safety standards, curriculum planning and development.

