

**JOB DESCRIPTION**  
**Early Learning Center School Age Teacher**

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| <b>1. Little Dixie C.A.A.</b>   | <b>2. Program: Early Learning Center</b>        |
| <b>3. Reports To: Center Director</b>   | <b>4. Title: School Age Teacher (Part Time)</b> |
| <b>5. Grade: 1</b>  | <b>6. Date: May 2018</b>                        |
| <b>7. Approved By: Rebecca Reynolds</b>  | <b>8. Status: Non-Exempt</b>                    |

**JOB SUMMARY:**

The Early Learning Center School Age Teacher is responsible for the care, safety well-being and education of school age children in the Center. The school age teacher creates and manages a clean, attractive, warm and challenging learning environment as well as implements a curriculum. Must have the ability to read, speak and write with proficiency in the English Language and must maintain regular attendance.

**ON THE JOB SKILL REQUIREMENTS:**

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning and organizational skills. Be patient, able to resolve conflicts, kind, gentle, creative, resourceful, detail and multi-task oriented with a strong desire to succeed and be able to cope with stress.

**ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility, classroom and office environment; floors may be vinyl or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

**DUTIES AND RESPONSIBILITIES:**

1. Planning and executing educational program of age appropriate activities for children in care and identifying each child's individual capabilities and needs.
2. Creating a positive learning environment.
3. Assure the welfare, health and safety of the children in the groups.
4. Ensure the classroom is age appropriate; supporting a child's need for autonomy, self-expression and exploration and ensure the classroom is sanitary and free of clutter.
5. Teach and practice appropriate hygiene practices to children in care.
6. Organize and maintain classroom activity areas, materials and supplies and keeping the director advised of equipment and materials that need to be repaired and replaced.
7. Ensure outside play daily for all children.

8. Maintain constant supervision children.
9. Taking daily attendance and keeping all required reports pertaining to group.
10. Establishing and maintaining effective communication with parents.
11. Build good communications with other staff to create a pleasant and professional atmosphere.
12. Involve parents in all aspects of the classroom; greet parents and children pleasantly and appropriately ensuring a smooth transition into the center.
13. Smoking will not be allowed on Early Learning Center property. Additionally, no vulgar language is allowed. Cell phone use will be limited to emergency use only.
14. Maintain an environment that is tolerant and respectful of child and family cultures, values and differences. Assist Non-English speaking families.
15. Report to work at scheduled times and maintain good attendance; perform all duties in a timely and professional manner; participate with a positive attitude and behavior in all program activities; maintain a professional relationship with co-workers.
16. Keep all records and family information confidential.
17. Attend all trainings as required.
18. Understand the State Child Care Requirements and mission of the organization.
19. Keeping the director informed of any classroom problems.
20. Performing any minor center cleaning and maintenance as needed.
21. Such other duties as may be assigned by the center director.

#### **SUPERVISORY RELATIONSHIP:**

The Early Learning Center School Age Teacher works under the supervision of the Assistant Center Director and exercises no supervision over other employees.

#### **QUALIFICATIONS:**

1. At least 2 years' experience working with school age children in a child care setting.
2. High School diploma or GED.

#### **ADDITIONAL REQUIREMENTS:**

1. Obtain OSBI clearance prior to hire.
2. Obtain a yearly health exam as required by DHS licensing requirements.
3. Obtain and maintain first aide and infant/toddler CPR certification within 90 days of hire.
4. Must be able to lift at least 30 to 40 pounds and lift arms above shoulders, and spend time daily sitting on the floor with children.
5. Must have a vehicle, valid driver's license and insurance.
6. Must be willing to obtain an infant/toddler CDA as required.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

Patient: able to resolve conflicts, gentle, loving, kind, creative, resourceful; demonstrates ability to work effectively with people; excellent problem solving, planning, and organizational skills; must be able to cope well with stress. Vigilance to the whereabouts, activities and behavior of each child assigned. Must be detailed and multi-task oriented with a strong desire to succeed.

While performing the duties of this job, the employee is frequently required to sit, stand, stoop, bend walk, talk, hear, use hands to grip, type; reach with hand and arms; occasionally required to stand or walk on uneven surfaces; climb stairs; run short distances. Two to four hours per day is spent in strenuous physical activity, lifting 30 pounds or more six to eight times in an eight hour day.

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.

Enclosed facility, classroom environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is **non-exempt** from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)