



## JOB DESCRIPTION

<b>Job Title:</b> Early Education Teacher	<b>Department:</b> Child Care
<b>Reports to:</b> Director/Assistant Director	<b>Employment Status:</b> Full Time, Non-exempt, Sensitive
<b>Classification: (Do not fill in)</b>	<b>Supervisory Status:</b> Yes
<b>Date Approved: (Do not fill in)</b>	<b>Driving Classification:</b> Occasionally
<b>Salary, Minimum: Mid-level:</b>	<b>Maximum:</b> \$10.00 per hour

**Summary:** The Early Childhood Teacher ensures a safe and healthy environment for children; promotes physical, mental, and social development for children while providing child care services to infants, toddlers, and preschool age children.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned

- Prepares materials and supplies needed for daily activities
- Organizes and participates in games, reads to children, and teaches them simple painting, drawing, songs, dance and movement and similar activities
- Directs children in eating, resting, exercising and toileting
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books
- Maintains discipline in the center
- Assists in recording each child's progress and growth; confers with parents as needed
- Maintains daily progress reports, activity logs, and accident reports; assists in maintaining educational and activity sheets/calendars
- Serves meals and refreshments to children
- regulates rest periods
- Assists in preparing food and cleaning quarters
- Maintains professional knowledge and development by attending meetings, conferences and educational workshops
- Contributes to a team effort and accomplishes related results as required
- Knowledge of early childhood development, diet and nutrition guidelines
- Knowledge of Early Learning Standards and implementation
- Knowledge of the Infant Toddler Guidelines and implementation
- Some Knowledge of Mojave traditions, language, history and culture is helpful.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to work extended hours and various work schedules
- Skill in operating various work processing programs and other office equipment
- Skill in administering disciplinary rules to children and resolving situational conflicts among children
- Manage, Design and maintain compliance of the classroom to meet ITERS/ECERS standards

- Maintain required 18 hours of annual training
- Understand, practice and comply with National Association for the Education of Young Children (NAEYC) Code of Ethics requirements
- Understand, practice and comply with the Quality First Program Goals
- The ability to recognize signs of illness and safety/injury hazards and respond with prevention interventions
- The ability to respond appropriately to children's needs
- Thorough knowledge of normal child development and early childhood education, as well as knowledge of indicators that a child is not developing typically.
- Perform Early child hood developmental assessments on children ages 0-5 years of age
- Maintain employee health and safety requirements/certification of the job
- Drive Tribal Department Vehicle for departmental purposes
- Performs other duties assigned

**Qualifications:**

- Must be 21 years of age
- Have a High School Diploma or GED
- AA degree in Early Childhood, Early Childhood Education Certificate (specialization in Infant care, toddler age, preschool age, or school age), or CDA (Child Development Associates Certification) or be willing to obtain two year from date of hire.
- One or more years of experience, under qualified supervision, working as a teacher serving the ages and developmental abilities of the children in care 0-5 years of age

**Education/Experience:**

- Must have a high school diploma or GED.
- must have, 9-12 Early Childhood College Credits, CDA (Child Development Associates Certification) , or be willing to obtain two year from date of hire
- One or more years of experience, under qualified supervision, working as a teacher serving the ages and developmental abilities of the children in care 0-5 years of age

**Competency:**

Must have classroom or child care classroom setting experience and the ability to manage a classroom size of 15-25 children each day Must have experience supervising others and to effectively manage the care and early education of the program goals.

**Language Ability:**

Have the ability to communicate efficiently and effectively both verbally and in writing to teachers assistants, parents and administration.

**Math Ability:**

Ability to calculate chronological age of children for developmental assessment, attendance records, time card calculations.

### **Reasoning Ability:**

Skill in analyzing problems, Ability to exercise independent judgment projecting consequences, identifying solutions, and implementing recommendations, Skill in administering disciplinary rules to children and resolving situational conflicts among children

### **Computer Skills:**

Must be able to use a computer, with Microsoft Office Software

### **Equipment, Machinery, Tools and Material Utilization:**

Manage, Design and maintain compliance of the classroom to meet ITERS/ECERS standards  
Must be able to operate a vacuum cleaner, computer, fax machine, printer, cutter, ladder, weed cutter, rake, hoe, hose, mop and mop bucket, washer, dryer, toilet paper dispenser, paper towel dispenser, TV/DVR Player, CD & Cassette Tape Player, shape cutter, digital camera, and laminator

### **Certificates and Licenses:**

- AA degree in Early Childhood Education, Early Childhood Education Certificate, Child Development Associate Certificate or be willing to obtain within two years of employment
- A valid certificate in pediatric first aid, including CPR preferred or be willing to obtain within three months of hire
- Current Food Handler's card required or be willing to obtain within three months of hire
- Valid Driver License
- Be insurable under the tribes insurance policy

### **Supervisory Responsibilities:**

Supervises and provides leadership; guidance and direction to childcare assistants, aides, parent volunteers, volunteers, and summer youth workers, Maintains professional knowledge by attending meetings, conferences and educational workshops

### **Work Environment:**

Must maintain age appropriate learning materials and equipment for the indoor and outdoor classroom environment based on Early Childhood Environment Rating Scale (ECERS) and the Infant/Toddler Environmental Rating Scale (ITERS) and Playground Safety Guidelines,

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee frequently is required to stand, run, walk, sit, climb or balance, taste and smell. The employee must lift and/or move up to 50 pounds or more.

**Other Requirements:**

Must satisfy health requirements as defined by the federal program standards for child care facilities, which consists of:

1. Successfully pass a pre-employment drug test upon hire
2. Successfully complete and pass Physical exam to meet the physical demands requirement of the job or within three months of hire
3. Successfully pass Tuberculosis Test upon hire
4. Current immunization verification upon hire

Must Safety requirement as defined by the federal program standards for child care facilities, which consist of:

1. Successfully completing a thorough background and fingerprint check every two years
2. Sign a confidentiality statement