



JOB DESCRIPTION

DEPARTMENT: ECE

REPORTS TO: ECE Director

POSITION TITLE: ECE Teacher Associate

POSITION DETAIL: Full-time

POSITION SUMMARY

Introduction & Philosophy

Our purpose is to provide an environment that will:

- Nurture and stimulate the development of the whole child
- To provide high quality, developmentally appropriate child care for preschool aged children with focus on the individual child's age and ability to stimulate social, cognitive, physical and emotional growth.
- To provide a safe, nurturing and recreational environment for children.

Position Objectives

- To provide a curriculum which enables each child to develop new skills at their own ability levels, to prepare each child to succeed in kindergarten and to provide a safe, healthy environment for all children so their parents can obtain peace of mind about their child's care.
- To provide a variety of activities in a safe, friendly, supportive environment.
- To contribute to the health, mental and emotional development of the child so they can more easily acclimate in the next level of education.

QUALIFICATIONS

An ECE Teacher Associate must have a great love and patience for children. Qualifications include (but are not limited to):

- Friendly and welcoming personality
- Feel comfortable working with a large group of children ages 2 ¾ to 5 years old
- Possess good communication skills.

RESPONSIBILITIES

- Provide a variety of materials and resources for children to explore, manipulate, and use both in learning activities and in imaginative play.
- Maintain a professional standard of ethical behavior as well as demonstrate effort to respond to professional evaluation.
- Maintain good attendance and punctuality with work schedule and all meetings/training sessions which are requested by the Director.
- Possess the ability to function cooperatively and effectively in a team teaching setting.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Prepare materials and classrooms for class activities.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.

- Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Track children's progress and report to parents.
- Communicate with parents regularly to understand the children's background and psyche.
- Collaborate with other educators
- Maintain a clean and tidy classroom consistent with health and safety standards.
- Possess a working knowledge of emergency procedures and infection control guidelines when considering the health and safety of a child and the program as a whole.
- Work respectfully, cooperatively, and communicate effectively with children, parents, staff teammates,
- Exhibit flexibility and willingness to accept a growing and changing environment.
- Serve as a proper role model for children which includes maintaining a good public image.
- Establish and maintain an atmosphere that enables students to develop positive self-esteem, care and concern for others and an appreciation of God's world.
- Provide quality care for children enrolled in the program by helping to offer a loving respectful climate and safe environment.
- Supervise all student activities, which may include: classroom, playground, and curriculum/program events to ensure safety and student development.
- Work collaboratively with the program director and all other staff in any and all areas needed including but not limited to maintaining the program environment, planning and implementing lesson plans, student supervision, classroom preparation, clerical assistance, filing, photocopying, cleaning, etc.
- Use observations, tracking procedures and evaluation tools to help determine appropriate program activities as well as help maintain active and ongoing assessment for each child enrolled in the program.
- Ensure proper care of the classroom and use of equipment, materials and supplies as well as cleanliness of the facility to maintain order and sanitation.
- Staff teachers designated as "Senior" due to tenure and/or experience are expected to help mentor, guide, and train new or less-experienced staff associates.
- Assume responsibility (as acting program director) for the program when requested to do so by the program director.

SKILLS, EDUCATION AND EXPERIENCE

- At least three years' experience in childcare, or two-year degree in early childhood education preferred.
- Excellent administrative, organizational, verbal, listening and communication skills required.
- Be in compliance with the Diocesan Code of Conduct, VIRTUS training and Background Screening
- CPR and First Aid certifications, Universal Precautions, and Essentials Training within 30 days of hire.
- Must be able to use a computer with basic proficiency, lift a minimum of 40 pounds, and work indoors or outdoors.

Hours: Designated class days/times plus in-service/work days as requested. Flexibility is also expected to work hours outside of class time to fulfill responsibilities listed herein.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the employer reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: _____

Printed name: _____

Date: _____