



## Position Description

Date Posted: April 13, 2022

### *Early Child Care Lead Teacher*

<b>Job Title &amp; Code</b>	Early Child Care Lead Teacher (Little Campers Child Care Program)
<b>Job Hours &amp; Work Week:</b>	40 hours/week
<b>Rate/Salary:</b>	\$16.00-\$19.00 DOE
<b>Benefits Offered:</b>	Holiday/Sick Pay + Vacation ( <i>after 1 year of employment</i> )
<b>Reports To:</b>	Little Campers Director/Head Teacher
<b>Closing Date:</b>	Wednesday, April 27, 2022 @ 5pm

#### Summary

Under the supervision of the Site Director, the Early Child Care Lead Teacher monitors and coordinates the activities of 20-25 preschool age (2-5 years old) children attending the Little Campers Child Care Program (License #475407897). The Early Child Care Teacher must uphold the philosophy, policies, and procedures of the childcare center. This is a full-time position that includes Holiday and Sick pay; vacation pay available after 1 year of employment.

#### Duties & Job Responsibilities

- Plan, organize, coordinate, and implement all the functions of the preschool program in accordance within the policies and philosophy of the Center and Title XXII regulations, at a single site
- In cooperation with the Director/Head Teacher, ensure that all licensing regulations are being properly followed
- Support the Director/Head Teacher with development and execution of curriculum
- Support Director/Head Teacher with the implementation of curriculum which includes experimentation, inquiry, observation, play and exploration, and creative self-expression
- Plan and implement activities that build trust and emotional security, promote physical, cognitive, social, and language development, and supports emerging literacy and numeracy skills
- May provide service in the care, development and instruction of children in the center and give general guidance to assigned staff
- Ensure proper supervision throughout the daily session and in such activities as field trips, rest time, playground, meal service, and arrival/departure of students
- Ensure the coordination of class activities with staff and students
- Support an environment that allows for the inclusion of children with special needs
- Ensure the maintenance of a clean, neat, safe, and efficient work and learning environment
- Utilize the information obtained from screenings, assessments, parent in-put, and child observations to plan activities that address each child's individual needs
- Assist in the selection of program materials and equipment
- Maintain current Child Development Teacher Permit or combinations experience/ECE required minimum units
- Maintain current First Aid & CPR certification
- If needed, attend IEP meetings, as directed by Director/Head Teacher
- Attend meetings, conferences, etc. as directed, for professional growth and to represent the childcare program

#### Other Essential Functions

- Maintain regular reliable attendance

- Perform other related duties as assigned, requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified
- Attend staff meetings, as directed

#### **Qualifications**

- Must be 18 years or older
- High school graduation or equivalent
- Prior experience in a preschool or day care setting
- ***Maintain current CPR and first aid certifications***
- ***Must clear criminal background check***

#### **Knowledge of**

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Safe classroom practices
- Classroom procedures and appropriate student conduct

#### **Ability to**

- Relate well with young children
- Effectively use interpersonal skills with tact, patience and courtesy
- Work cooperatively with parents, students and staff
- Understand, respect and be sensitive to diverse socio-economic, ethnic, religious, and cultural backgrounds
- Communicate effectively in oral and written form
- Observe health & safety regulations of kitchen and children

#### **Physical requirements**

- Walk, stand, sit, stoop for extended periods
- Bend, twist, reach and grasp
- Perceive the nature of sound, near and far vision, depth perception
- Exert 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects

#### **Work environment**

- Classroom environment, outdoor playground, kitchen/meal prep room
- Moderate noise level, moderate stress level
- Daily contact with students, parents and school staff

#### **Compensation & evaluation**

- Compensation dependent on experience.
- Evaluation done by the site administrator or designee.

NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Applications can be found on the HCCA website, [www.happycampcc.org](http://www.happycampcc.org). under the "Employment" page.**