



## Early Childhood Teacher

### **Job Description:**

An Early Childhood Teacher is an individual who can provide a safe environment, loving care, positive discipline, and age-appropriate learning opportunities for a group of children. This individual is able to consistently meet the emotional, social, physical, and cognitive needs of all of the children in their care.

### **Job Responsibilities:**

- Provide responsible care for children; Demonstrate competency, good judgement, and self-control in the presence of children and their families and when performing assigned responsibilities;
- Always interact with children and their families in a positive manner;
- Relate to and communicate with children and their families with courtesy, respect, acceptance, and patience;
- Maintain a professional attitude, respect family privacy, and practice discretion at all times;
- Recognize and respect the uniqueness and potential of all children, their families, and their cultures;
- Remain in regular contact with families, keeping them well informed of their child's development, offering positive encouragement and praise for milestones, and addressing challenges, as needed;
- Ensure that no child is abused, neglected, or exploited while in the care of the school;
- Report all suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code;
- Know which children you are responsible for, each child's name, and each child's age;
- Actively supervise children at all times:
  - Maintain responsibility for the ongoing activity of each child;
  - Maintain appropriate visual and/or auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs;
  - Intervene when necessary to ensure children's safety;
  - Continually consider age of children, individual differences and abilities, indoor and outdoor lay-out of the environment, and circumstances and hazards and risks when caring for children;
- Contribute to the design and implementation of age-appropriate educational activities;
- Foster developmentally appropriate independence and exploration in children through planned but flexible learning activities;
- Ensure that children are not bored or out of control, and encourage children to participate in all planned activities;
- Foster a cooperative rather than a competitive atmosphere at the school;
- Show regular appreciation of children's efforts and accomplishments;
- Ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent.
- Maintain a clean, sanitary, and orderly classroom at all times;
- Participate in the regular cleaning and sanitation of all facilities and toys;
- Help children with toileting, as needed;
- Prepare and/or serve meals and snacks for children, as needed;
- Attend planning meetings, trainings, and workshops as assigned by the director;

- Assist the Owner/Director in office tasks, including but not limited to filing, copying, curriculum planning, phone calls, event planning, basic accounting, scheduling, cleaning, organization, etc.
- Complete any other duties related to the care of children and/or the operation of the school, as assigned by the director.

**Job Requirements:**

- High School Diploma or GED required
- US Citizenship
- Must be able to pass a criminal background check
- Must be able to complete CPR and First Aid Training and become certified annually
- Must demonstrate professionalism and discretion under all circumstances
- Must be willing to follow directives from a supervisor
- Must be able to collaborate and work well with other employees
- Must display the following qualities:
  - exceptional patience; ability to remain calm under pressure
  - compassion and empathy for others, especially those with differences
  - self-motivation and strong work ethic
  - excellent listening and communication skills
  - engaging demeanor; enthusiastic, up-beat, and positive attitude
  - great time-management and organizational skills
  - willingness to sing, dance, and “be silly” with children
  - dependable attendance
- Must be physically able to perform tasks daily, including:
  - sitting on the floor
  - bending and squatting
  - standing for extended periods of time
  - lifting up to 30lbs
- Must have basic working knowledge of social, emotional, and cognitive child development
- Proof of training or experience working with young children is desired