



## **MHCEC Job Description: Early Childhood Teacher**

**Responsibilities:** The MHCEC Early Childhood Teacher, under the direct supervision of the MHCEC Director, is responsible for developing and implementing a Reggio and Montessori Inspired education program for meeting the cognitive, physical, social and emotional needs of both the individual child and the group.

### **General Responsibilities:**

1. Establishes and maintains an environment for children which is warm, safe, stimulating and is developmentally appropriate for each child. The environment should allow the children to grow and explore.
2. Designs appropriate room arrangement to support the goals of the classroom and to honor the image of the child as well as the developmental needs of the whole child.
3. Is responsible for the cleanliness, appearance and décor of the environment of the classroom for the mid week program and the Sunday program in collaboration with the MHCEC Director and the Youth Ministry Staff.
4. Assumes an equal share of the joint housekeeping responsibilities of the staff. This would include helping maintain organization of the closets and upkeep of playgrounds.
5. Plans, prepares and implements daily activities both indoors and outdoors that relate to the schools mission and philosophy.
6. Provides an integrated curriculum that meets the needs of individual children and the individual pace of learning of each child.
7. Considers the individual child in relationship to his/her culture and socio-economic background.
8. Is responsible for the health, welfare and safety of the children.
9. Is familiar with each child's files in his/her class and is knowledgeable about their medical and developmental histories.
10. Maintains daily attendance records.

11. Greets children and parents in a warm and friendly manner.
12. Oversees all mealtime and snack activities.
13. Stays emotionally present to the children in the indoor classroom and outdoor classroom.
14. Observes and listens to children in the classroom as a means of assessment and implementing curriculum.
15. Maintains ongoing developmental records for each child, including keeping records of all developing skills (physical, social, emotional and cognitive.)
16. Maintains Storpark Documentation of each child's progress, including photographs, samples of their artwork, writing, etc.
17. Supervises trains and utilizes aides and volunteers as deemed necessary.
18. Works with other staff members to form a positive, supportive team atmosphere.
19. Must work the days and hours to perform all assigned responsibilities and tasks, understanding excessive absences and excessive tardiness impact the quality of the program. Must arrive at work on time.
20. Must be punctual and timely in meeting all performance requirements, including to but not limited to, work deadlines.

**Additional Duties and Responsibilities:**

1. Attends all MHCEC staff meetings, supervisory meetings, team planning meetings and curriculum meetings scheduled by the Director. Attends some picnics and other school events.
2. Attends the MHCEC Orientation and set-up week prior to the start of school and the clean-up week following the last day of school.
3. Participates in Parent/Child/Teacher Orientation prior to school opening.
4. Prepares and conducts two Parent/Teacher conferences per school year.
5. Is in communication with Director about classroom curriculum.
6. Has effective communication skills with parents and responds to parents/guardians with sensitivity, interest and respect.
7. Obtains approval from the Director before purchasing items for the classroom or school.

**Knowledge, Skills & Abilities Required:**

1. Ability to effectively interact and relate to children in a developmentally appropriate manner.
2. Must be sensitive to individual children's differences and needs, and be willing to adjust the program and curriculum to meet those individual needs.
3. Must be motivated to learn and grow in an education environment and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must do one observation of another school program that would support your growth as a teacher and MHCEC's philosophy. Must do 1 in school observation at MHCEC.

5. Must be willing to work in a team environment and be willing to share ideas, be open to other's ideas and be flexible and willing to compromise.
6. Must be willing to learn and implement the Love and Logic philosophy.

**Working Environment and Physical Activities:**

1. Work is primarily performed in a classroom environment. Classrooms are dynamic with a high level of activity.
2. Teacher will need to be flexible and be able to respond quickly and appropriately to changing situations.
3. Teacher must be able to lift 40 pounds.
4. Teacher must be able to meet physical demands of the job and have a signed and approved Medical Statement of Health with renewal date from a certified health care professional.
5. Teacher must be able to assume postures in low level positions that best allow physical and visual contact with the children.
6. Physically assistant teacher must be able to bend, stoop and sit on the floor.

**Requirements, Education and Experience:**

1. Must be at least (18) years of age and have a valid State of Colorado driver's license.
2. A 2-year college degree in Child Development or Early Childhood Education from a regionally accredited college or university and/or;
3. Must be Early Childhood Teacher qualified by the State of Colorado's most recently updated requirements to work in a licensed childcare facility.
4. At least one year experience in relating to small children and interacting with parents and others who represent diverse backgrounds.
5. CPR and First-Aid for Infant/Child required or received within the first 6 months.
6. Medication Administration Training – Already in possession or received within the first 6 months if deemed necessary by the Director.
7. Standard Precautions Training – required before the first day of working with children.
8. Must be able to pass the CBI, FBI and CDHS background check.
9. Must meet the 15 hour requirement for Continuing Education. Opportunities will be provided by the MHCEC, however completing all the hours is the teacher's responsibility.
10. Must take the online training classes required by the Colorado Licensing Rules and Regulations.

**Compensation:**

\$17/hr- 29 hours week

School year is Aug-May

**Contact:**

Monica Leotta-Reagan

[mleotta@milehichurch.org](mailto:mleotta@milehichurch.org)

720-974-2248