

### {The Valley Child Development Center}

#### General Position Description

The teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social/emotional, linguistic and physical development to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The teacher must be skilled in communicating with both children and adults to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. Teachers will maintain confidentiality of program participants and follow program and agency policies and procedures. The ideal candidate will have experience in various educational settings and a passion for working with children, including those with special needs. This position offers the opportunity to lead and inspire young minds in a nurturing environment.

This position reports to -TVCDC Director

#### Key Responsibilities

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Lead by example; encourage teaching team success through modeling and coaching.
- Create positive and nurturing learning environments based on child directed learning to meet the unique needs of each child.
- Plan group, age-appropriate activities to actively engage children and promote social/emotional, cognitive and linguistic growth.
- Maintain daily communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Build good open communication with children, families, staff and community.
- Ensure all center policies and state regulations are met, and participate in annual and ongoing trainings.
- Ensure a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.
- Follow all center policies and state regulations and participate in annual and ongoing trainings.
- Record and maintain each child's daily progress and utilize the data to provide materials, engagement & activities to encourage next steps.
- Maintain personal professional development plan to ensure continuous quality improvement.

#### Additional Knowledge, Skills and Experience Required

- Previous experience working with children, preferably in a child development or education setting.
- Excellent verbal and written communication skills and good computer literacy.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- A strong understanding of child development and developmental appropriateness.
- Excellent leadership, organizational, and interpersonal skills.
- Must clear full background check and must pass health screening.

#### Educational Requirements

- Certification, Associates, or Bachelor's degree in Early Childhood Education, Elementary Education or related field.

### Employment Type

Full time-exempt

Benefits: Health Insurance, Dental Insurance, Vision Insurance, Simple IRA matching, Paid Time Off, Personal Development training assistance, child care tuition discount.

8 hour shift Monday-Friday

\$15.50-\$20/hour based on experience