



# EMPLOYMENT OPPORTUNITY

Center for Families and Children  
 Human Resources Department  
 4500 Euclid Avenue  
 Cleveland, Ohio 44103  
 (216) 432-7257 (Fax)  
[Hcareers@c4fc.org](mailto:Hcareers@c4fc.org)

<b><u>Position:</u></b>	<b><u>Location:</u></b>
Toddler Teacher	Rainbow Early Learning Center

## **JOB SUMMARY:**

Under the supervision of the Day Care Director or his/her designee, the Teacher implements program activities encompassing all curriculum content areas as well as the daily care and needs of the children in the day care center or Head Start Center-based or Home-based program. Occasional evening hours may be required. **FLOATING TEACHER:** Under the supervision of the Director of Children's Programs, receives site assignments and performs job duties at child care centers as needed.

## **JOB DUTIES & RESPONSIBILITIES:**

**Daily Supervision of Children:** Assumes responsibility for a designated group of children in the unit; meets the daily needs of children in routine areas of their care and throughout their planned daily schedule of activities. May be requested to provide coverage for other groups during absences and meetings. Occasional evening hours may be required.

**Relationship with Children:** Initiates and nurtures personalized individual relationships with each child. Helps individual children recognize and use acceptable behavior. Has empathy for misbehavior and responds professionally. Sets reasonable limits for children. Insures a high level of teacher-child interaction.

**Curriculum:** Designs and conducts developmentally appropriate program activities under the supervision of the designated supervisor. Meets the social, emotional, physical and cognitive developmental needs of children in their care. Participates in the implementation and evaluation of the entire program year's activities in all content areas. Plans and develops appropriate activities for components of outdoor education curriculums.

**HEAD START TEACHERS:** Program activities must include activities in health, nutrition, mental health, and dental health in compliance with Head Start Performance Standards. Program evaluations include preparation and participation in On-Site-Program Review-Instrument (OSPRI).

**HOME VISITOR TEACHERS:** In conjunction with Head Start Performance Standards, activities must be designed to be performed in 1½ hour per week home visit, and include a weekly center-based classroom social experience.

**Relationship with Teaching Team:** Team teaches with other individuals in the unit. Works flexibly and cooperatively with co-workers.

**Scheduling:** Follows established schedule for daily routine of the designated group. Is capable of implementing a plan that reflects the needs of individual children. Develops and implements a plan that reflects the changing needs of children, including part-time enrollment; second shift lunch non-napping children; tooth-brushing and other appropriate self-care routines.

**HOME VISITOR TEACHERS:** Established schedules must meet program criteria and the needs of individual families.

# EMPLOYMENT OPPORTUNITY

**Environment:** Assesses and rearranges the indoor/outdoor environment to changing needs and interests of individual children and groups of children. Fosters optimal growth and development through activities in the indoor/outdoor environment that encourage exploration and learning. Insures that equipment is safe and kept in good condition. Inventories and requests new supplies as needed.

**Record-keeping:** Maintains, in a timely fashion, classroom records, including attendance, food service tallies, and evidence of lesson planning. Prepares anecdotal records when requested to do so.

**HEAD START and HOME VISITOR TEACHERS:** Maintains, in a timely fashion, individualized records including intake information, screening, health records, social service contacts, individual educational service plans, activity records, and transition records.

**Relationship with Parents:** Develops warm meaningful relationships with parents; may interpret information about the daily schedule, activities, and procedures. Gives and receives daily information about the children. Conducts two parent-teacher conferences per year.

**HEAD START:** Requires teachers to meet with parents periodically to discuss their child's development and to involve them in program planning and the development of the child's individual education service plan. Performs at least two home visits per year.

**HOME VISITOR TEACHERS:** Meets with parents to develop the child's individual education service plan. Provides social service contacts and referrals to help parents achieve their goals for personal growth. Communicates monthly with parents via newsletter.

**Housekeeping:** Is responsible for general cleanliness of the assigned classroom area, and other areas in the center. Maintains toys and equipment properly. Keeps classroom neat and orderly.

**HOME VISITOR TEACHERS:** Maintains own equipment and the condition of classroom for parent meetings and weekly social experiences.

**Professional Development:** Attends agency sponsored in-service training or seminars, training sessions, and meetings outside the agency as a method of gaining more experience and knowledge. Is aware of professional ethics and related issues.

**HEAD START and HOME VISITOR TEACHERS:** Plans and pursues an individual, personal development plan which may include formal college course work; attends training, workshops, conferences as requested. Keeps abreast of research and best practices.

**Relationship with Volunteers/Students:** Works cooperatively with students and volunteers, clarifying their responsibilities and assisting and advising them of the program and activities.

**HEADSTART:** Assist parents who are participating in classroom activities.

Performs other duties as assigned.

## **JOB QUALIFICATIONS:**

### **DAYCARE:**

Must have the minimum of an Associates Degree in early childhood education or equivalent.

### **HEADSTART:**

Must have the minimum of an Associates Degree in Early Childhood Education with an Ohio Department of Education (ODE) Pre-kindergarten Associates Teaching Certificate.

Must agree to implement and follow through on a Personal Professional Development Plan for continuing education.

Must maintain a valid Pre-K Certificate. Additional HeadStart regulations based on staffing levels may also require the following:

# EMPLOYMENT OPPORTUNITY

Bilingual, when necessitated by the majority of children at a given site speaking a language other than English (i.e. Russian, Spanish, Chinese).

Must have beginning experiences working with children in day care and/or Head Start, church-sponsored activities, or other recreational activities for youths such as scouting, boy/girls clubs, coaching, etc.

Must be able to work with children indoors and outdoors year round to implement outdoor education curriculum.

Must demonstrate an ability to understand and meet the needs of young children. Should be comfortable in setting limits for children, as well as encouraging individual creativity.

Must demonstrate ability to work cooperatively with adults as a member of a classroom team.

Must have an awareness of and sensitivity to the cultural diversity of the population served.

Must have well-developed oral and written communication skills.

Must be able to pass criminal record and fingerprint check. Annual physical required.

**Floating Teacher** must be able to work a flexible schedule, have use of an automobile, a valid driver's license, and automobile insurance.

## ***Application Procedures:***

For consideration of this employment opportunity, please submit your application materials to the address, fax or email address noted above. External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children  
Human Resources Department  
Attention: Toddler Teacher – Rainbow Child Care  
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