

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	Teacher
Program:	RV Cares
FLSA Class:	Non-exempt
Position Accountable to:	Director, Executive Director
Position(s) Accountable for:	Assistant Teacher, Substitutes
Purpose of Position:	Serve as a teacher of young children
Educational Requirements:	AA in Applied Science or ACDS and 12 hours or BA in Early Childhood Education or Child Development or a related field
Experiential Requirements:	Teaching experience preferred
Additional Training required:	Fulfill requirements of Individual Staff Development Plan
Drivers License, Liability Insurance, and Acceptable Driving Record:	Not required
Additional Required Certifications/Tests/Licenses:	<ul style="list-style-type: none"> • STARS certification • CPR and First Aid certification • Physical Examination • TB Test • Drug Test • Non-smoker • Medication Administration Certification • Criminal Background Check (CIB) • Child Protective Services (CPS) check • Food Handlers, if applicable
Additional Training as required by:	<ul style="list-style-type: none"> • National Association for the Education of Young Children (NAEYC) • WVDHHR Licensing Regulations • River Valley Child Development Services • River Valley CARES • USDA Child and Adult Food Care Program (CACFP)

Required Knowledge, Skills, and Abilities

Must be eligible to meet requirements of the STARS career pathway.

Knowledge of developmental growth process for specific age of children served.

Knowledge of activities that stimulate children (age specific) and that are developmentally

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appropriate.

Knowledge of safety issues relevant to specific age group.

Skills in objective observation and documentation

Skills in patience.

Skills in relaying positive reinforcement and redirection.

Skills in positive communication.

Skills in time management.

Ability to be reliable, responsible, and dependable.

Ability to move and react quickly.

Ability to organize environment.

Ability to lift a child (6 weeks to 5 years) to effectively diaper or comfort.

Ability to provide excellent customer service.

Ability to be empathetic and supportive of at risk individuals.

Ability to use correct grammar in oral and written communication.

Ability to embrace lifelong learning.

Ability to work in all classrooms within the center.

Essential Responsibilities:

General

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency, as well as with families and children served.

Keep supervisor informed on all relevant matters.

Supply reliable transportation to work and work related activities.

Follow the National Association for the Education of Young Children (NAEYC) standards.

Follow WVDHHR Licensing Regulations.

Follow USDA CACFP requirements.

Follow guidelines set forth in Infant Toddler Environmental Rating Scale (ITERS) or Early Childhood Environmental Rating Scale (ECERS).

Any other duties as assigned by the Executive Director or Center Director.

Program

Related to staff:

- Foster supportive and productive work climate among classroom staff.
- Supervise one or more assistant teachers and/or substitutes.
- Request equipment repairs and consumable supplies in timely manner.
- Work successfully in a team environment.
- Positively communicate with staff daily in a professional manner.
- Conduct and document regular team meetings.
- Participate in regular staff and teacher meetings.
- Contact Center Director if problem arises that he/she cannot handle.

Related to children and families:

- Coordinate lesson plans with the Center Director.
- Plan and provide developmentally appropriate materials and program experiences for children, both as a group and individually.
- Modify lesson plans to include children with special needs and to reflect each child's individual needs.
- Follow daily lesson plans, with some exception for flexibility.
- Conduct formal assessments and on-going evaluations on each child's progress four times each year on Teaching Strategies.
- Record objective observations.
- Provide regular, professional communication to families about child's day, both oral and written.
- Role model effective care and behavior modification strategies.
- Perform health checks upon each child's arrival.
- Use appropriate and effective transition time activities and methods.
- Schedule/attend conferences with individual families twice a year and on an as needed basis.
- Attend and participate in Individualized Education Plan (IEP) meetings and Individual Family Service Plan (IFSP) meetings as coordinated by Center Director.
- Create and/or maintain children's portfolios.
- Appropriately prepare children for transition to the next classroom.
- Sit on floor with children
- Checks/changes diapers with a maximum of 2 hours between diaper changes.
- Works on toilet training when developmentally appropriate.
- Evaluate classroom (ERS) and program (NAEYC evaluation).
- Actively participate in children's activities

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- Work with each child on one-one basis, as well as small group and large group
- Clean and organize classroom every day.
- Serve breakfast, lunch, and snack as family-style meals.
- Notify families promptly of observed health problems or accidents occurring at the center.
- Communicate positively with children.
- Manage behaviors through positive reinforcement.
- Understand and adhere to mandated reporting.
- Maintain high level of confidentiality.
- Maintain professional relationships and positive rapport with families.

Related to record-keeping:

- Arrive on time.
- Clock in and out daily.
- Record and submit accurate CACFP food records
- Submit accurate timesheet no later than due date, which requires some computer competency.
- Maintain and submit accurate attendance records (sign in/out sheets).
- Provide reports as required by program policy.
- Maintain daily Head Count logs.
- Maintain daily Diaper Changing charts.
- Complete daily cleaning charts.
- Complete accident reports as needed.
- Evaluate Center Director annually.

Employee Signature

Date