

Job Summary: This position is responsible for planning, implementing, supervising and evaluating all early childhood classroom activities.

Job Duties/Responsibilities: To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties/responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties/responsibilities of this job.

- Manages the planning and implement of a quality early care and education program including; compliance with licensing standards and implementation of quality initiatives such as the Quality Rating and Improvement System (QRIS).
- Supervises the Assistant Teachers and any volunteers in the classroom.
- Plans and implements developmentally appropriate curriculum; including observation, assessment and documentation of child's progress.
- Identifies child early education goals through observation and assessment with consultation from the parents and in conjunction with developmental early education benchmarks.
- Assures daily documentation and record keeping including; meal counts, diapering and toileting, infant feeding and incident reports.
- Communicates daily with parents and provides them with regular updates on child health information, and progress.
- Practices quality teacher-child interactions as observed by Environmental Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS).
- Developing and maintaining the classroom environment and with implementation of developmentally appropriate classroom curriculum as observed using the ERS and CLASS.
- Uses positive guidance techniques in accordance with child care licensing requirements, program policy, ERS and CLASS.
- Attends and participates in staff meetings and designated in-service training.
- Participates in the training of Assistant Teachers and volunteers assigned to classroom .
- Maintain all health, safety and sanitation requirements per child care licensing and QRIS.
- Be responsible to have knowledge of all Minimum Licensing Requirements for child care centers and expected to follow all MLRs at all times.
- Other duties as assigned by Program Administrator.
- Adheres to the tenets of Catholic Social Teaching and Catholic Doctrine.
- Performs as a team member to assure that productivity outcome measures are achieved.
- Performs related functions necessary to support the mission and core values of St. Aloysius Gonzaga Catholic School and Early Learning Center.

Job Qualifications To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill and/or ability required to perform this job.

Education/Experience: to perform this job successfully, an individual must have a Child Development Associate Credential (CDA). Associate of Arts (AA) or Applied Associate of Arts (AAS) in early childhood education, child development or related field preferred. Two year's experience as a Lead Teacher in a child development center setting preferred.

Certificates/Licenses: To perform this job successfully, an individual must have the ability to successfully pass a Department of Early Learning (DEL) background check and register in MERIT system. Completion of 30 hours STARS basic training required within six months of hire date if education and/or experience does not substitute. Blood Borne Pathogen training, Diocesan New Employee Orientation, and First Aid/CPR training also required.

Physical Abilities: To perform this job successfully, an individual must be able to:

- Regularly sit, stand, climb, walk, hear/listen, talk
- Frequently lift up to 30 pounds, pull/push, carry, grasp, reach
- Occasionally crawl, stoop, kneel
- Clearly see 20+ feet, with or without corrective lenses and differentiate between colors (no color blindness), ability to focus
- Must complete a tuberculosis test
- Must be 18 years of age

Please send a copy of your letter of interest and resume to Julie Simmons, ELC Administrator.