

Early Childhood Educator

We are currently offering competitive salary! (\$11.50/HR minimum)

Minimum Qualifications

Child Development Associate's Degree (CDA) certificate or Bachelor's Degree in Education (College courses in child development, early childhood education or elementary education preferred). Experience in licensed child care program required.

Job Requirements

- Ability to relate to and communicate with children and their parents.
- Ability to communicate clearly, both written and verbally.
- Knowledge of developmental stages relevant to age taught.
- Willingness to participate in continuing education opportunities related to child development, child safety, and other relevant areas.
- Knowledge of child abuse regulations.
- Knowledge of current CPR and first-aid procedures.

Job Duties and Responsibilities

Care and Development of Children:

- Develop a responsive, accepting, and consistent relationship with preschoolers; support bonding between preschoolers and adults, including parent and caregivers.
- Interact frequently with preschoolers; express respect for and affection toward them by smiling and speaking to the children throughout the day.
- Treat all children equally without regard for gender or cultural background.
- Be responsive to each child with his/her own temperament and development level.
- Modify expectations of behavior according to the developmental level of the child.
- Maintain self-control at all times.
- Encourage development of independent skills and choice in activities, while fostering trust and self control.
- Use positive guidance techniques to redirect or correct behavior.
- Use routine activities as opportunities for learning.

Classroom Environment

- Prepare weekly lesson plans with activities and experiences that are developmentally appropriate.

- Maintain classroom bulletin board.
- Keep individual records of each child's progress throughout the school year.
- Plan with and clarify expectations for any assistant who may be assigned to the class.
- Follow Fletcher Place Preschool policies and procedures for maintaining proper hygiene in regards to children's hands and faces, or toileting, eating, and sanitizing of toys.
- Be responsible for classrooms, supplies, and equipment. Report items needing repair or replacement and submit requests for additional equipment to the director.
- Cooperate with teachers who share the room.
- Maintain a classroom copy of the Fletcher Place handbook; read and follow policies stated in it.
- Rotate classroom materials monthly at minimum.

Parent Relations

- Communicate with parents frequently about their child's progress, especially at drop-off and pick-up times.
- Inform parents of any health concerns such as runny noses, irritability, or unusual behavior.
- Encourage parent involvement with Fletcher Place Preschool and inform them of opportunities for participation.
- Work with parents in individual and group conferences.
- Complete a Developmental Checklist for each child in the class prior to parent conferences; then place the checklist in the child's file after the conference.

Professional Standards

- Abide by the Fletcher Place Preschool philosophy of child guidance and follow practices and procedures for dealing positively with young children.
- Share ideas and materials freely with other caregivers to continually improve the knowledge and abilities of all staff.
- Report any suspected cases of child abuse to the director and Child Protective Services.
- Present a positive attitude in dealing with children and parents at all times. Do not allow personal problems to interfere with the level of care you provide the children.
- Arrive at work at your scheduled time.
- Professional Development-It is expected that all Early Childhood Educators will strive to continually educate themselves through credit and non-credit

coursework, professional meetings and conferences. In addition, teachers will meet or exceed Indiana's requirement to complete 20 documented continuing education hours each year.

Other related duties may be assigned at any time. Upon hire/orientation, employees may receive a more detailed list of responsibilities.