

Hallie Q. Brown Community Center, Inc.

JOB DESCRIPTION

POSITION TITLE: Teacher

DEPT: Early Learning Center

SUPERVISED BY: Early Learning Center Director

TITLES SUPERVISED: n/a

FLSA: Non-Exempt

SALARY GRADE: \$10-13/hour

POSITION SUMMARY: Plans both long and short range activities for a particular classroom (age specific) in accordance with curriculum objectives, developmentally appropriate practice and program philosophy designed to meet the emotional, social, physical and cognitive needs of each child. Ensures that the classroom is appropriately staffed and maintained to provide a safe and secure environment for each child.

POSITION RESPONSIBILITIES:

1. Maintains open communication with parents/guardians of the program participants regarding the developmental needs of the participants.
2. Supervises assistants, aides and volunteers in the classroom to ensure the provision of high quality childcare programming, including encouraging the assistants to contribute to curriculum planning.
3. Plans and supervises the arrangement of the classroom environment in accordance to program goals and philosophy.
4. Maintains a safe and healthy environment, including safely managing developmental activities for the participants.
5. Ensures that the nutritional needs of the Program participants are met while in attendance.
6. Prepares monthly plan charts
7. Maintains daily (regular) anecdotal records on participants' progress. Completes a bi-annual assessment of children's development and report progress of children to parents in bi-annual reports and through parent-teacher conferences.
8. Keeps all appropriate records such as records, attendance, time sheets and accident reports.

QUALIFICATIONS:

Education: Associates degree or equivalent in early childhood development. B.S. in Early childhood Development preferred.

Licensing and Certifications: CPR and Meet all applicable licensing regulations. Valid Driver's License and proof of insurance. Minnesota Teachers' License (preferred).

Work Experience: 5 years of Child Care Center or related experience required.

Other Requirements:

- Dealing with confidential information.
- Tight deadlines.
- Dealing with unfavorable weather conditions.
- Excellent verbal and written communication skills.
- Ability to work effectively with employees, colleagues and manager.
- Agree to mandated child abuse reporting guidelines.
- Ability to relate to children from diverse socio-economic and cultural backgrounds.

To Apply:

Submit a resume, cover letter, references and salary requirements to:

Hallie Q. Brown Community Center

270 N. Kent Street

St. Paul, MN 55102

651-224-7074-fax

humanresources@hallieqbrown.org