



Position Title: Early Childhood Lead Teacher

Program: Early Childhood Department

Location: Takoma Park, Maryland

Primary Purpose of the Job:

The primary responsibility of the Early Childhood Teacher is to plan and implement a developmentally appropriate Bilingual curriculum for children ages 3 months to four years of age (infants, toddlers and preschoolers). The Early Childhood Teacher implements this curriculum by supervising and working collaboratively with Early Childhood Teacher Assistants, Volunteers and Parents in the classroom setting.

The Early Childhood Teacher is essential in implementing an effective Early Childhood Development program to meet the physical, social, emotional, language, and cognitive needs of each child (infants, toddlers and preschoolers) based upon the mission, goals, objectives and the curriculum of CentroNía. The Early Childhood Teacher ensures that Child Development Routines are consistent with child development principles; ensures the health, safety, welfare and accountability of children through constant supervision; and that parents receive adequate information about their child's experiences. The Early Childhood Teacher maintains written records monitoring child's progress in all areas of development; provides supervision to staff and includes staff in planning and assignments; and teaches infants, toddlers and/or preschool children.

Essential Duties:

- Knowledge of state and local rules and regulations, which govern childcare, NAEYC accreditation standards, and District of Columbia/Maryland State Standards; Early Childhood Development standards in the areas of health, safety and nutrition; and state regulations governing the identification and reporting of child abuse and neglect.
- Knowledge of child development including typical and atypical language, cognitive, motor, social, and self-help skills development.
- Ability to provide services to all children and families with respect and dignity.
- Advocate for parents in accessing needed resources and support services.
- Ensure parent involvement and/or awareness in program planning through regular open communications, center parent meetings, parent newsletters, and parent conferences.
- Collaborate with other staff in developing plans for activities and strategize on program development and implementation.
- Complete each child evaluation and write individual child developmental plan and conduct parent/teacher conferences and make appropriate referrals when necessary.
- Comply with required documentation and record keeping responsibilities for both the classroom functioning and for individual children.
- Create a curriculum sequence that reflects the wide variety of cultures and ethnic groups represented in the classroom and learning concepts.
- Ensure records on children and families are current, complete, and kept confidential.
- Ensure all required reports are completed accurately and in a timely manner as per the Early Childhood Coordinators request or director.
- Involve parents in the classroom in meaningful ways which demonstrates the belief that parents are the principal influence on their child's education and development.
- Plan, create and implement a dynamic daily program and learning experiences for infants, toddlers and preschoolers.
- Offer family support through conducting meaningful on-site conferences to the families of children in the classroom.
- Maintain assigned classroom records including but not limited to; attendance, meal counts and volunteer time sheets.

- Supervise Teacher Assistants and conduct annually assessments of the classroom team members.

Other Duties:

1. To check/examine shared areas such as bathroom, playgrounds, and van for health and safety hazards.
2. To ensure that all children are signed in and out of the center upon drop off and pick up in accordance with CentroNía standards.
3. To ensure meticulous completion of daily attendance record keeping in accordance with CentroNía Standards.
4. To ensure that child is received by parent at the end of the school day; even in the event that the child is picked up after the work day is over.
5. Organize birthday parties and other celebrations for the groups.
6. To submit timely submission of leave requests for approval before the date of absence.
7. To support the program by completing other duties as assigned by the Coordinator of the program director.
8. Perform other duties as assigned.

Required Core Competencies:

1. Propensity for problem solving.
2. Ability to relate to families in a holistic fashion that incorporates education, social services, health and nutrition, and family issues.
3. Experience working with groups and/or families from diverse cultural, economic, and ethnic backgrounds.
4. Knowledge of community resources to support appropriate referrals.
5. Willingness to comply with the established agency performance standards which may include: productivity/personal responsibility, client/customer service-orientation, embracing a team player orientation, entrepreneurialism, and maintaining a professional demeanor.
6. Demonstrate self-motivation, continual learning, and taking initiative.
7. Practice professional and effective interpersonal communication skills.
8. Able to work independently or with others in a team approach.
9. Nurturing character that enables the building of a respectful, trusting and loving relationship with children and their families.
10. Ethical and professional conduct that enables the building of a respectful, trusting and collaborative relationship with the center staff.
11. Modeling of appropriate behavior for children, parents, and other staff.
12. Ability to be responsible for the completion of assigned tasks and projects.
13. Ability to understand the importance of family information and to keep it confidential.

Desired Attributes:

1. Strong commitment to children's learning and continued social development.
2. Commitment to growth through attendance to professional development activities.
3. Demonstrate flexibility in regards to schedules, sharing of tasks, and changes in the routines or plans.
4. Ability to contribute new ideas and diverse methods of problem solving to the group.
5. Dependability, patience, and honesty.
6. Positive attitude towards the work.
7. Respectful of diversity and open minded.
8. Helpful to others and able to work cooperatively.
9. Demonstrate self-motivation, continual learning, and initiative

Required Experience:

Three years experience in an Early Childhood setting and demonstrated capacity in planning classroom activities, observing children's behaviors, and maintaining educational records.

Required Education:

Bachelor's Degree in Early Childhood Education or a closely related field such as Education.

Required Licenses:

Maryland State Teaching Certification: Early Childhood Education.

Current First Aid certificate within 30 days of employment (maintain current certificate during employment).

Current CPR certificate within 30 days of employment (maintain current certificate during employment).

Current Blood Borne Pathogens training certificate within 30 days of employment (maintain current certificate during employment).

Other Requirements:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

On the job the employee must:

- | | | | |
|---|------------|----------------------------------|-----------------|
| (F) Bend | (O) Sit | (F) Squat and Kneel | (F) Stand |
| (F) Crawl | (F) Walk | (O) Climb | (F) Push/Pull |
| (F) Handle objects (Manual Dexterity) | | (O) Reach above shoulder level | |
| (F) Use fine finger movements | | | |

Working Conditions:

Office located within a community-based organization with a safe, stable and healthy environment. CentroNía has a very diverse staff, and Spanish/English bilingualism is essential to conduct business and serve clients.

To apply, please submit your resume, cover letter, brief writing sample and references; indicating the position you are applying to:

CentroNía Human Resources Department at:

1420 Columbia Road, NW, DC 20009

centroniajobs@centronia.org

Fax (202) 745-0154

“Educating children and youth, and strengthening families, in a bilingual, multicultural community.”

CentroNía and DC Bilingual PCS are equal opportunity employers