TITLE: ECDC-ND Associate Teacher

JOB SPECIFICATIONS: An ECDC-ND Associate Teacher is typically a full time position, typically 8 hours per day/40 hours per week during the school year and summer program (12 months). The ECDC-ND Associate Teacher position is a professional position.

ESSENTIAL JOB QUALIFICATIONS:
21 years of age
Two year degree in Early Childhood Education or a four year degree in Early Childhood Education or a related field
Previous experience working with children in a group setting
Physically able to lift 40 pounds
Capable of meeting the physical demands of supervising and supporting children
Capable of supervising children at all times: seeing and hearing children both indoors & outdoors
Successful completion of pediatric First Aid Training, Universal Precautions and annual pediatric CPR
Pass physical exam upon hire and annually receive a negative intradermal TB test
Pass criminal history check
Pass drug test upon hire and subsequent random drug-testing

ESSENTIAL KNOWLEDGE, SKILLS, ABILITIES & TASKS REQUIRED:
1. Ability to plan and implement developmentally appropriate Project Approach Curriculum
2. Ability to plan and maintain a developmentally appropriate learning environment
3. Ability to relate positively to young children: preschool and primary/school age children
4. Demonstrates understanding of child development and the manner in which young children learn
5. Ability to maintain appropriate, safe, nurturing classroom guidance and management
6. Demonstrates evidence of sufficient emotional and social maturity and stability to function responsibly in a crisis or stressful situation
7. Demonstrates sensitivity to children’s individual needs, including learning, emotional, social, physical and creative needs
8. Implement Indiana Licensing Regulations and NAEYC Accreditation Standards
9. Visually observes and supervises children’s activities, both indoors and outdoors
10. Lifts children and equipment up to forty pounds
11. Bends and kneels/squats to child’s eye level
12. Moves quickly to intervene in unsafe or dangerous situations.
13. Communicates openly and positively with children, families, college students and ECDC staff.
14. Essential Primary and Essential Ancillary Responsibilities listed below

ESSENTIAL PRIMARY RESPONSIBILITIES - An Associate Teacher at ECDC-ND assumes professional responsibility for assisting the Lead Teacher in the planning and implementing of a developmental program consistent with ECDC’s philosophy, NAEYC Accreditation and the requirements of the Indiana Regulations for Licensing Child Care Centers dated 2003. The Associate Teacher assists the Lead Teacher in providing a developmentally appropriate Project Approach Curriculum, which encourages creativity and divergent thinking, is responsive to the interests and curiosity of the children and includes the following learning activities: art, language arts, math, music, science, social science, free-choice activities, and gross and fine motor. Activity goals are centered on each individual child’s physical, social, emotional, cognitive and creative development.

ESSENTIAL ANCILLARY RESPONSIBILITIES - An Associate Teacher is also required to (1) attend scheduled teacher meetings, 2) continue professional development through on-going in-service opportunities, conferences, and/or course work to meet Indiana Licensing and NAEYC Accreditation Requirements, 3) establish and maintain open and communicative relationships with families, 4) assist the Lead Teacher with the spatial arrangements and materials used in the activity room: supervise and maintain a safe, healthy, clean, nurturing, orderly and attractive physical learning environment conducive to optimal growth and development of children, 5) assist the lead teacher with the planning and facilitation of field trips and/or special visitors, 6) supervise Assistant Teachers and
ECDC-ND Associate Teacher
Job Description
page 2

college students (e.g., paid college students and volunteers), 7) provide the Lead Teacher with input regarding the purchase of educational materials, equipment and consumable materials for the learning environment (e.g., activity room, playground, gross motor room), 8) model and maintain confidentiality in and outside of the ECDC setting in regard to children, parents, staff, students, and volunteers and follow guidelines established by ECDC policies and articulated by the center’s director, 9) communicate regularly with the Lead Teacher regarding pertinent information including atypical situations, concerns and/or ideas regarding children, families, college students, and the ECDC program, 10) work cooperatively with ECDC Administrators, Lead Teachers, Associate and Assistant Teachers, and college students as a member of a team for the well being of the children, families, and ECDC program and 11) serve as a substitute Lead Teacher during her/his absence.

SCHEDULE - An Associate Teacher’s Appointment at ECDC-ND is made on a School Year and Summer basis, covering a 12 month (late Aug. through late-August) with a typical 8 hour daily schedule arranged within the following basic, overall schedule.

7:30 a.m. - 8:30 a.m. Alternates with other Teachers to prepare activity rooms for daily activities. Greet children and families, facilitate arrival routines and children's’ transition to ECDC. One teacher must remain with children at all times

8:30 a.m. - 11:30 a.m. Morning Developmental Program. The Associate Teacher will assist with the planning and facilitation of the following developmentally appropriate activities within Project Approach Curriculum; language arts, art, music, science, math, social science, gross motor/games, and free choice activities. Will also assist in the facilitation of a morning snack between 9:45-10:15

11:30 a.m. - 12:00 p.m. Supervises children during outdoor play
12:00 p.m. - 12:30 p.m. Eats lunch with children
12:30 p.m. - 1:05 p.m. Supervises children during outdoor play
1:05 p.m. - 2:30 p.m. Facilitates children coming indoors, provides story time, prepares children for rest time (e.g., visits to bathroom and drinking fountain)
2:30 p.m. - 4:30 p.m. Afternoons Developmental Program. The Associate Teacher will assist with the planning and facilitation of the following developmentally appropriate activities within Project Approach Curriculum; language arts, art, music, science, math, social science, gross motor/games, and free choice activities. Will also assist in the facilitation of a afternoon snack between 2:45-3:00

4:30 p.m. - 5:30 p.m. Supervises outside play during children’s departure time

SUPERVISION - Works under the supervision of the activity room ECDC-ND Lead Teacher and an ECDC-ND Program Director. Job Performance Evaluations occur on an annual basis, typically during spring semester.

QUALIFICATIONS:

a) Education: An Associate Teacher at the Early Childhood Development Center must possess a four year degree in Early Childhood Education or a related field or a two year degree in Early Childhood Education.

b) Experience: An Associate Teacher at the Early Childhood Development Center must possess work experience with young children in a group setting, and knowledge and experience with Developmentally Appropriate Practices.

ASSOCIATE TEACHER’S SIGNATURE:

________________________________________________________________________ Date