

ST. NICHOLAS EARLY LEARNING, INC. - LEAD TEACHER

This is an exciting opportunity to join an early learning program with a passionate and experienced executive director and board of directors. St. Nicholas Early Learning, Inc. is committed to providing a warm, welcoming, affordable and developmentally appropriate environment in which children can grow and learn. The program is committed to providing every child with a high quality experience in a secure environment that will allow children the opportunity to explore and foster their own growth potential. A core belief of the program is in a child's ability to learn in the most natural environment possible, with many opportunities to foster play and exploration. The St. Nicholas Early Learning, Inc. Executive Director, along with staff, will work to develop a life-long love of learning in all children, with a commitment to walking alongside every family in providing their children with an excellent, stimulating environment for the beginning years of life. Please discuss your areas of strength in your cover letter.

Rate of pay: \$15/hr (more with a degree, or CDA).

Responsibilities: The Lead Teacher is responsible for developing and implementing an ongoing program of activities that promote the social, emotional, cognitive and physical development of each child enrolled in a group, in accordance with Indiana FSSA state guidelines for unlicensed registered child care ministries as well as voluntary certification programs. St. Nicholas Early Learning, Inc. will also be participating in Paths to Quality. Other responsibilities will include (but are not limited to):

- Set up and maintain a well-organized, safe, attractive, fun, and developmentally appropriate classroom environment conducive to the optimal growth and development of children.
- Develops weekly plans and implements age appropriate curriculum to nurture and stimulate all domains of children's development in their care. On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
- Provide responsive care to all children by adapting daily care giving routines and plans to the interests and needs of the individual child and the group.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline
- Observe each child daily to assess skills, interests and needs and use this information to facilitate learning and growth.
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Developing partnerships with child's caregivers to engage and encourage parent participation in program.

- Establish a positive relationship with each child's family and share information about the child's day.
- Completes child transition and orientation of the classroom with parents.
- Maintain records on each child's progress and development for the purpose of planning and compliance with state regulations and Paths to Quality.
- Responsible for recording and record keeping of information required to document the growth and development of children.
- Help parents to understand the curriculum and find ways to involve parents in the daily program.
- Conduct individual parent conferences at least twice a year to discuss each child's growth and development.
- Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
- Completes yearly performance evaluations.
- Assist the Executive Director in providing orientation and training for new staff, substitutes and volunteers.
- Reports all staffing and classroom concerns to supervisor in a timely manner.
- Reports family changes in schedules and excessive absences to administration in a timely manner.
- Staff must believe in and act in accordance with the St. Nicholas Early Learning, Inc. impact statement which can be found here: <http://www.stnicholasel.org/impact-statement/>
- Participate in on-going in-service and educational development opportunities provided by St. Nicholas Early Learning, Inc.
- Perform other duties and responsibilities as needed to support and enhance the mission of the program in a manner consistent with its culture and values.
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

Key Attributes:

- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition
- Integrity
- Ability to make decisions on behalf of children and protect their well-being
- Administrative/Organizational effectiveness - must be able to manage confidential information.
- Strong interpersonal skills
- Conflict management
- Ability to work independently and effectively plan, organize and implement educational activities
- Zen-like (cool under fire, empathy, humor)

Minimum Qualifications:

The successful candidate will have:

- B.S. in Early Childhood Education, or related field; or a CDA or equivalent degree
- 1-2 years or more full-time experience in a certified child care center or comparable group child care program
- Proven ability to demonstrate sound judgment and self-control in working with children
- Excellent written and verbal communication skills

Physical Capabilities:

- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Check out our website at www.stnicholasel.org

For consideration: Send cover letter which discusses experiences and interest in the position, as well as a resume, to Dave Sandrick at dsandrick@stnicholasel.org. Please include in the e-mail whatever questions you might have.