

Part-Time Teacher Job Description

Position Title: Early Childhood Teacher Part-time

Reports to: Executive Director and Assistant Director, Full Time Early Childhood Teacher in assigned area

Fair Labor Standards Class: Non-exempt

Education and Other Requirements:

1. Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to child care and/or child development, from birth to age six; OR
2. One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and thirty (30) semester hours (or 45 quarter hours) of credits from an accredited college or university with six (6) semester or nine (9) quarter hours in courses related directly to child care and/or child development, from birth to age six; OR
3. Completion of credentialing programs approved by the Department in accordance with Appendix G of Licensing Standards for Day Care Centers (407.Appendix G; page 131)

Skills: Excellent reading and writing skills; proficient interpersonal relations and communicative skills; ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures and strong work ethic.

Essential Functions:

- Assisting the Full Time Teachers with planning and executing an play based educational program in assigned classroom and outdoor activities.
- Maintaining a safe, healthy, and stimulating atmosphere in accordance with the Charleston Community Early Learning Center's philosophy of enhancing self concepts, encouraging independence and respecting individuality.
- Engaging and interacting with children and encouraging their involvement and treating each child with dignity and respect.
- Creating an inclusive atmosphere by having concern for individual interests, special needs, special talents, and individual learning styles.
- Carrying out of daily lesson plans of Full Time Early Childhood Teacher in assigned area and other communications to inform families of their child's activities and routines.
- Maintain confidentiality regarding information pertaining to children, parents, and staff.

- Responsibilities for supervision of class and individuals in the bathroom, meal time activities of group, naptime supervision and informing break person (#'s of children in classroom, etc.) so that they can adequately substitute during teacher's absence.
- Responsibilities for maintaining daily records (i.e. attendance and fool tallies, medicine charts, accident/incident/illness reports, etc.
- Work with full time staff to learn and comply with current licensing standards, environmental rating scales and center policies.
- Attend work related workshops, conferences, college coursework and in service trainings in order to obtain a minimum of 20 hours per year, including CPR/First Aid Training, Mandated Reporter Training, SIDS and Shaken Baby Syndrome, and Food Handler Training.

Marginal Duties:

- Assisting the administration with keeping the program supplied with all the necessary teaching equipment and supplies in line with the existing budget.
- Attend monthly staff meetings
- Assist the administration in the planning and production of seasonal programs for parents and children.
- Take responsibility for various Center functions in the absence of the Full Time Early Childhood Teachers.
- Maintain professional growth through attendance at seminars, workshops, conferences, or course work at the university/college in the area of child care/child development.
- Other duties as assigned by the Executive Director, Assistant Director, or Full Time Early Childhood Teachers.

Equipment used in the position:

- Computer, Copier, Fax, Telephone

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Name

Date

(Management reserves the right to change, or add to this job description at any time)