

**Location: John Evans Montessori Academy, Detroit, MI 48221**

**TITLE OF POSITION:** EHS-CCP Teacher

The employee fulfilling this job is accountable to the EHS-CCP Site Leader/ Center Director for completion of assignments and to the high standards of accuracy, attention to detail and timely completion of work. Expectations include a pleasant, empathetic, sensitive and professional demeanor, a positive attitude and a willing spirit. The employee must be willing to engage in professional development efforts with the Early Head Start Child Care Partnership Agency as available to the position and required by management.

**IMMEDIATE SUPERVISORS:** EHS-CCP Site Leader/ Center Director

**GENERAL SUMMARY:** To plan and implement a quality program of educational activities for infant/toddler children that encourages growth and development in a variety of areas. Promotes a cooperative, constructive relationship with families to ensure the child's growth/development meets full potential. Ensures all Performance Standards, Michigan licensing rules for childcare centers, and Birth to Five policies and procedures are adhered to.

**ESSENTIAL FUNCTIONS:**

The following statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsible for ensuring that daily activities and interactions reflect the mission and goals of the program.

Having a working knowledge and understanding of all John Evans Montessori Academy/TOFMHS and the Early Head Start Child Care Partnership Agency Policies & Procedures.

Create a clean and safe environment that is conducive to learning, promoting social relationships and meets the standards for Child Care Center Licensing and the Head Start Performance Standards. This includes assisting with physical safety and emotional security of the children.

Work together with the co-teacher as a team, in assisting with planning and implementing daily programming utilizing the programs School Readiness Goal data, all components of the HighScope curriculum, and COR (Child Observation Record).

Coordinate the planning, writing and implementation of lesson plans, including incorporating individual learning plans (ILP's), IEP/IFSP goals, and anecdotal note information.

Observe the accomplishments of the children on a regular basis, using daily written anecdotal notes, and report progress to parents/guardians utilizing online COR Family Reports.

Plan, implement, and actively participate in outdoor activities for children that develop gross motor skills and promote social relationships. Outdoor time is required daily.

Is actively involved with children throughout the entire daily routine including the incorporation of Adult-Child Interaction and Active Supervision.

Implement curriculum activities, strategies, learning environment, and interactions in accordance to the PQA, and program policy that includes the ethnic/multicultural makeup of the community as well as representation of person's with special needs.

Maintain confidentiality of information related to home and school environment.

Attend all assigned training/workshops hosted and recommended by John Evans Montessori Academy/TOFMHS and/or the Early Head Start Child Care Partnership Agency on the HighScope Curriculum, including Language, Literacy, Math, and Science. Implement strategies learned from training/workshops attended.

Assists in enrollment and recruitment activities.

Address children, families and staff with respect and by name.

Maintain positive and professional working relationships that are sensitive to differences with staff, families and the children.

Maintains professional and ethical standards at all times as outlined in the Code of Conduct.

Performs other duties as assigned by immediate supervisor or other management.

#### **EDUCATION AND EXPERIENCE:**

High School Diploma

CDA certification in infant/toddler development preferred.

Meet Federal Head Start requirements for EHS Head Teacher position.

Prior experience working in and knowledge of early childhood development and teaching techniques or a combination of education, experience and training preferred.

Interest and willingness to work with infant/toddler and families.

Good verbal/written skills.

Ability to lift 50 pounds.

Ability to work well with individuals from various ethnic and socio-economic backgrounds.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

CDA certification preferred, valid State of Michigan ID Card or driver's license and CPR/First aid Certified or ability to obtain certification.

#### **LANGUAGE SKILLS:**

Ability to write reports, business correspondence and procedure police and/or manuals.

Ability to effectively present information and respond to questions from staff, parents and community stakeholders.

Ability to communicate with children, staff and parents.

### **TECHNICAL SKILLS:**

Excellent knowledge of productivity applications such as Microsoft Office (Word, Excel, Publisher, Access, Outlook) and other technology to support efficient and effective office operation.

Experience with databases utilized by Head Start programs, i.e. Child Plus, COPA, etc.

### **INTERPERSONAL SKILLS:**

Must have a passion to work in the early childhood field.

Ability to work independently with minimal management guidance.

Program Quality Assessment - Must meet and maintain the standards established for position as defined by High Scope best practices.

Excellent oral and written communication skills.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Possess excellent customer service and communication skills with a client-centered focus.

Ability to build a positive rapport with others and to serve diverse communities.

Establish and meet deadlines

Prioritization of tasks

Optimization of efficiency

Work with all members of the community regardless of race, gender, age and cultural or ethnic background.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to sit and climb or balance. The employees must frequently lift and/or move up to 50 pounds. Specific vision abilities

required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**E.E.O.C. STATEMENT:**

The John Evans Montessori Academy and the Order of the Fishermen Ministry Head Start (TOFMHS) is an equal opportunity employer. It is the policy of TOFMHS not to discriminate in its employment and personnel practices because of a person's race, color, creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.

**Job Type:** Full-time

**Benefits:** Paid holidays after 90 days and one-week paid vacation after 1 year of employment

**Schedule:** 8:00 am – 5:00 pm, Monday to Friday

**Work Location:** In person

**Pay:** CDA holders starting pay is \$18.00 and Non-CDA holders pay is \$14.00