

## Early Childhood Teacher

|            |                 |                    |            |
|------------|-----------------|--------------------|------------|
| Department | Programs        | FLSA Status        | Non-Exempt |
| Reports To | Parent Educator | EEO Classification | Part Time  |
| Pay Grade  |                 | Date Approved      | 4/1/2021   |

### Position Summary

This position is responsible for providing a safe educationally stimulating, and nurturing environment for children at the AVANCE Servicesites.

*To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily.*

### Working Conditions

Location: AVANCE North Texas Chapter – Dallas, Texas Central office.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines.

## ESSENTIAL FUNCTIONS

### Job Functions

1. Provides developmentally appropriate activities that stimulate learning in young children.
2. Studies and prepares activities according to lesson plans.
3. Provides and/or prepares supplies needed for the children's health and safety.
4. Cares for children in the classroom and playground.
5. Maintains a healthy, safe, stimulating, attractive and learning environment.
6. Assures that parents sign-in and sign-out all children on attendance sheets.
7. Labels all children's belongings and makes sure parents pick-up all belongings at end of session.
8. Serves meals and/or snacks and teach table cleanliness and manners.
9. Creates and maintains theme areas (centers) in classroom.
10. Transports equipment, supplies and materials according to program schedule.
11. Follows lead teacher's guidance, instruction and assignments as needed.
12. Prepares materials for instruction for parents and children one week in advance.
13. Maintains proper hygiene of children and all equipment and space used in the care of children daily.
14. Meets weekly with Lead Teacher to plan activities and curriculum.
15. Daily schedule and lesson plan are posted and followed.
16. Collaborate and support childcare teachers in situations when needed.
17. Perform other duties as assigned.

## QUALIFICATIONS

| Education   | Experience  | Knowledge   |
|---|---|---|
| <b>Required:</b> High School Diploma or GED. CDA credential, AVANCE program graduate, preferred.<br><br>Must be able to speak, read, and write fluently in Spanish and English. | <b>Required:</b> 2 years experience working in a day care as a caregiver. | <b>Preferred:</b> Excellent interaction with young children |

### Physical Requirements

N (Not Applicable) Activity is not applicable to this position.  
 O (Occasionally) Position requires this activity up to 33% of the time  
 F (Frequently) Position requires this activity from 33% - 66% of the time  
 C (Constantly) Position requires this activity more than 66% of the time

| Physical     |   | Lift/Carry       |   | Push/Pull        |   |
|--------------|---|------------------|---|------------------|---|
| Stand        | C | Up to 25 lbs     | C | Up to 25 lbs     | C |
| Walk         | C | 25 lbs to 50 lbs | C | 25 lbs to 50 lbs | C |
| Sit          | C | 50 lbs to 75 lbs | F | 50 lbs to 75 lbs | F |
| Kneel/Squat  | F | 75 lbs or more   | N | 75 lbs or more   | N |
| Grasp        | F |                  |   |                  |   |
| Climb Stairs | O |                  |   |                  |   |

**Special Skills**

- Strong communication skills-both written and verbal.
- Demonstrated ability to handle confidential information.
- Team building and customer service-oriented person for all internal and external requests.

**ADA/ADAAA Statement**

AVANCE is committed to equal opportunity in employment for persons with disabilities and complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and any other applicable state and federal laws. Accordingly, AVANCE does not discriminate against qualified individuals with disabilities in regard to application, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Moreover, it is AVANCE's policy to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of AVANCE's business or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited. Individuals with any questions or requests for accommodation should contact the Human Resources Department.

**EEO/AAP Statement**

AVANCE values diversity and is committed to providing equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, genetic information, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. It is also our goal to employ and advance in employment women, minorities, individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

AVANCE has reviewed this job description to ensure that essential functions have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by management. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

**Name:** \_\_\_\_\_  
 (Print)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_