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Job Vacancy Announcement #: 20-28

Job Title:	EHS Teacher	Reports To:	Site Director
FSLA: Classification:	Non-Exempt	Location:	Elgin
Days Hours	Mon. – Fri. (Occasional Saturdays) 7:30 am – 3:30 pm		

Minimum Qualifications:

Bilingual preferred.

Must be eighteen (18) years of age or older.

High School Diploma/GED.

Experience working with children ages 0 – 3, in a licensed child care facility; and **valid Child Development Associate (CDA) credential as required for position.**

Preferred Qualifications:

Bachelor's degree in Child Development, Early Childhood Education, Elementary Education, Interdisciplinary Studies (with specialization in any of the above); **or** Bachelor's degree in a related field with 12 hours of Child Development coursework.

Bilingual in English and Spanish.

Job Summary:

The EHS Teacher is responsible for maintaining a classroom environment that is nurturing, consistent, stable, and supportive in establishing close relationships with the infants and toddlers in care. Will be responsible for developing appropriate lesson plans, and individualized learning experiences for infants and toddlers up to age three (3); May provide guidance of classroom volunteers and substitutes; Participates in home visits and parent/teacher conferences and works to fully involve families in our program.

Duties Include:

- Builds and maintains a positive, nurturing, and supportive relationship with children and families.
- Plans and provides a learning environment with experiences that promote physical, social, intellectual, and emotional development.
- Evaluates development of assigned children and sets goals for their development; plans individualized curriculum to help children meet the goals.
- Communicates with parents and encourages their input regarding the growth and development of their children; completes home visits and parent-teacher conferences per child as required.
- May provide guidance to floaters, substitutes, and volunteers working with assigned group of children in classroom, on playground as applicable.
- Maintains individual records on each child and classroom reports as required.

- Maintains a safe and healthy environment in the classroom and on the playground; reports safety hazards and/or equipment needs to the Center Director.
- Follows health and safety procedures for hand washing, diapering, handling bodily fluids, sanitizing toys and equipment, administering medication, serving bottles and food, dealing with children's illnesses, and supervising children.
- Attends to overall attractiveness and order of the classroom and playground, including the display and rotation of materials.
- May place orders for supplies/materials; keeps classroom storage areas orderly; minimizes clutter in storage areas, classroom and on playground.
- Cooperates with other center and program personnel in the delivery of all program services.
- Regular attendance is an essential function of this position
- Performs other job-related duties as directed by supervisor (s)

PHYSICAL:

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.

- Maintain effective audio-visual discrimination and perception needed for: Making observations, reading and writing, operating assigned equipment, and communicating with others. Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.
- Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include: Maintaining mobility, walking, sitting, squatting, crawling, kneeling and/or standing for long periods of time; Lifting and carrying program materials and children weighing up to 45 pounds such as files and/or program supplies.
- Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include: Handling stressful situations, effective interactions and communicating with children, families, staff and the general public, and making sound decisions in a manner consistent with the essential job functions and in compliance with federal and state standards.

ALL POSITIONS:

Ensure confidentiality of agency and family information assigned to position; Report to work at scheduled time and maintain good attendance; Perform all duties in a safe, timely and professional manner; Participate with a positive attitude and behavior in all program activities and communications with children, families, staff and the general public; Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs; and attend all training programs and conferences as required by position and allowed by budget.

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

This position is grant funded. Location and duties may be adjusted based on program need and available funding.

Candidate must pass a background check along with Tuberculosis screening.