



REACH

Early Child Development Site

TEACHER

TITLE: Teacher

PERFORMANCE

PROFILE SOURCE: Child Development Professional

REPORTS TO: Site Director

PRIMARY FUNCTION:

Responsible for providing an environment that is developmentally appropriate to ensure for the health and safety of children: physically, emotionally and mentally.

As a Professional with REACH I understand:

I am accountable to the Site Director.

I represent REACH as a positive role model to children and families in our community.

In order to build relationships with Team Members, youth and families consistent attendance is a must.

I will attend weekly Team meetings and one on one meetings facilitated by the Site Director.

I will adhere to all policies and procedures established by REACH.

KEY ROLES (Essential Job Responsibilities):

1. Establish an activity setting that ensures for the health and safety of children (see Crisis Management Plan)
2. Contribute to the creation of REACH's overall positive climate for child development by implementing SMILE.
3. Plan, implement and monitor activities consistent with the organization's mission, goals, and current year objectives. Compile a monthly and weekly activities calendars for specific activity area. Turn in to the Site Director on assigned due date.
4. Provide guidance services to children as appropriate with the well-being of our community in mind.
5. Adhere to all policies and procedures established by REACH (see Crisis Management Plan and Employee Handbook).
6. The person in this position must be flexible, patient, creative, independent, able to take direction and collaborate with co-teachers.
7. Must be willing to aid with diapering and/or potty training
8. Must be willing to do housekeeping duties throughout the day



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JOB FUNCTIONS:

Teacher: JOB FUNCTION #1

Manage necessary administrative functions and assigned resources.

Performance Standards:

1. Implement annual, monthly, and weekly activity plans, focusing on meaningful, fun, real-world experiences.
 - a. Organize and facilitate activities for children to participate in while supervising and engaging in the designated activity area.
 - b. Design and operate activities that meet the developmental needs of children.
2. Complete all assigned administrative tasks (i.e. end of night reports, activity plans, attendance logs, timesheets, supply requests) on assigned due dates.
3. As directed by your supervisor, communicate with parents regarding all special event scheduling, accomplishments, etc.
4. Communicate with the Site Director or Assistant Director regarding any discipline problems.
5. Assist in developing, following, and updating a year-long program/activity plan.

Teacher: JOB FUNCTION #2

Promote activities to children and families.

Performance Standards:

1. Coordinate and recruit for special events during the school year and summer.
2. Maintain and update all activity bulletin boards.
3. As directed by your supervisor make activity announcements and distribute handouts to Redmond Community.

Teacher: JOB FUNCTION #3

Provide guidance services to children.

Performance Standards:

1. Children receive guidance and make connections to help them fulfill and make appropriate choices about their educational, physical, emotional, social, and vocational needs.
2. Positive and respectful relationships exist between Team Members and youth, utilizing "active listening" skills.



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3. Unacceptable behaviors are dealt with utilizing the discipline procedures set by REACH (see Crisis Management Plan: Pawsitive Choices).
4. Child development will be the basis for behavior redirection, within reasonable expectations.
5. Behavioral incidents and achievements are recorded and shared with Teacher and the Site Director.
6. There are efforts to promote the carry-over of values and conduct outside REACH.

Teacher: JOB FUNCTION #4

Manage all elements of the assigned activity area.

Performance Standards:

1. Provide daily activities in the assigned activity area and for children in general.
2. Actively contribute to the tracking and data processing of children using tools provided by REACH. Turn in activity attendance to Site Director on a daily basis.
3. Ensure a complete understanding of the implementation of Pawsitive Choices.
4. Keep the assigned activity area's equipment in good working condition and report all equipment problems to the Site Director and Assistant Director.
 - a. Inventory supplies for program area and submit "Supply Request Form" to the Site Director on assigned due date.
5. Keep the assigned activity area clean and free of debris at all times. Ensure that cleaning responsibilities are performed as directed by your supervisor.

EVALUATION

Employee will establish, with the concurrence of the Site Director, a performance evaluation annually. These will focus on objectives and expected outcomes in accordance with the above Key Roles and Job Functions. These objectives are dynamic and will be revised from time to time to the mutual agreement of the employee and Site Director.



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SKILLS/KNOWLEDGE REQUIRED

- High School Diploma or GED required
- Bachelors Degree Preferred
- A combination of education and extensive experience may be considered in lieu of degree.
- First Aid/CPR
- Clean driving record
- Commercial Drivers License (CDL) or willingness to acquire a plus
- Demonstrated ability in working with young people, parents and community leaders.
- Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities.
- Demonstrated ability in effective guidance and discipline of youth ages 6 weeks through age 12.
- Strong communication skills, both oral and written.
- Ability to move around program spaces and positioning self to work with and supervise groups of children.
- Occasionally work in outdoor weather conditions.
- Some standing, walking, moving, climbing, carrying, bending, kneeling, reaching, handling, pushing, and pulling.

Education/Work Experience Requirements

- Minimum 1 year experience working as a Preschool Teacher in a child care center or an AA degree in ECE or child development (babysitting is not qualifying experience)
- Must be able to be enrolled in the Office of Childcare central background registry (usually takes about 2 weeks – must be done before work can start)
- Must be able to obtain Oregon Food Handlers card
- Must be able to obtain Adult/Infant/Child CPR and First Aid certification
- Must be able to obtain “Recognizing and Reporting Child Abuse and Neglect” certificate
- Must be able to obtain Childcare Health and Safety certificate

Type of Position: Full-time, Nonexempt

Wage Range: \$15/hr and up DOE

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Director Date

REACH is an Equal Opportunity Employer