

FOUR SEASONS EARLY LEARNING CENTER
2801 North Martin Luther King Drive

Teacher

Status: Full-Time

Reports to: Administrator

Start: TBD

Purpose: To provide an environment this fosters safety and development of the whole child while meeting the needs of the parents or guardians.

Job Duties:

- Understand and implement center's philosophy and developmentally appropriate practices in environment set-up, lesson planning, teaching, and child interactions.
- Communicate frequently with families, children and other staff both verbally and in writing. Cooperate with Director, Administrator and other Management staff in carrying out the goals of the center.
- Use good judgment in both multiple task and high stress situations.
- Get down to children's level to meet physical needs of children both indoors and outdoors.
- Help to provide a balance of activities with smooth transitions.
- Prepare and serve nutritious snacks and meals in an environment which invites conversation and learning.
- Provide sight and sound supervision of children at all times and Assist with all classroom activities
- Work with teachers in a cooperative environment.
- Maintain confidential children's files and medical log book.
- Understand and implement Wisconsin Licensing Regulations and NAEYC Accreditation Criteria.
- Maintain a safe and healthy environment for children.
Must assist lead teacher and help effectively handle emergency situations, such as evacuations, health related emergencies.
- Serve as a positive role model to all children, Assist lead teacher with providing a positive and nurturing environment.
- Assist lead teacher, observe, assess and record development of children and share on a weekly basis information with lead teacher, Director and Parents.
- Plan, supervise and implement the program for the class in accordance with the policies and philosophy of the center.
Gear the program to the needs of individual children with concern for their interest, handicaps, special talents and individual style and place of learning.

Help children understand and become aware of their culture as well as others.
- Be responsible for the arrangement, appearance and learning environment of classrooms and center as well as daily attendance.
- Attend all staff meetings and recommended training/in-service programs.

Continued- Lead Teacher

- Provide a balance of activities with smooth transitions between them. Monitor mealtime and eat at the table with children.
- Follow all State Licensing regulations and accreditation criteria.
- May be required to open or close center.
- Assist lead teacher with curriculum planning and child assessment.

Qualifications:

- Education: Must meet requirements set by licensing regulations and
- Associates degree and 40 hours of early childhood education and/or willing to take and complete, required classes prior to hire. Must meet requirements set by licensing regulations and accreditation.
- Must be reliable and responsible for scheduled hours.
- Must pass drug testing and be free of drugs, alcohol.
- Must maintain positive attitude toward children, staff, families and visitors.
- Must show professional attitude with desire to grow in the field of early childhood education.
- Must have basic computer skills to track attendance, complete progress reports, develop and lesson plans, letters, and child portfolios.
- Perform occasional clerical duties to maintain children's records as well as parent communications.
- Perform housekeeping duties to maintain healthy and safe environment for children.
- Working conditions: Must be able to climb stairs, get down to children's height on a regular basis, some lifting of children and play equipment (up to 40 pounds), sitting on floor with children, taking children outdoors for walks and play, occasional field trips outside of center, evacuation drills,
- Must be able to pass criminal background check according to DHFS rehabilitation review.
- Must pass drug test and physical exam with TB test.
- Other duties as assigned

Note: The teacher is responsible for oversight and leadership of a class. This person must be professionally prepared as a teacher of young children in the field of early childhood education or development. This person must be able to relate well to both children and adults. This person must also possess the qualities of honesty, patience and integrity. Perfect attendance and a good attitude is a must.

Please submit resume via Email to fourseasonslearningcenter@aol.com for additional information, please call 414.397.8871