



*Our Mission -
To empower women to achieve life changing recovery through proven
treatment and critical support services.*

Job Title: Early Childhood Teacher
Reports to: Children's Center Coordinator
Job Classification: Non- Exempt

Position Summary:

Caregiver for the children in the Women are Sacred program.

Job Duties:

- Provide supervision of all children in agency care.
- Establishes and maintains trusting relationships with parents that promote constructive communication about their children and encourages parental involvement in supporting their children's care and education.
- Maintains positive working relationships with peers, colleagues, and supervisors in the program.
- Understands the value of children's learning through trial and error and encourages exploration, experimentation, and creativity for the sake of learning.
- Strives to create a community within the classroom which includes all children. Carries out daily activities as planned.
- Assists in the design and implementation of a developmentally appropriate, child-centered environment to encourage independence, responsibility and positive social skills through spontaneous and planned activities and play, keeping expectations reasonable and appropriate for ages and abilities.
- Is knowledgeable about typical ages and stages of children and reports any concerns about children's development to the Children's Center Coordinator.
- Plans and evaluates menus and activities which encourage healthy food choices, address nutritional needs, and takes into consideration children's food allergies. Enters meal provided for the Food Program on the computer. Develops grocery lists and shops for groceries for weekly menus.
- Assures the childcare center is clean, safe, and free from hazards. Assures the center meets Health, Fire and HHS Regulations and Codes.
- Guides children in resolving conflict through positive strategies and communication.
- Works with families to provide consistent behavior management of children.
- Is aware of signs of emotional distress, child abuse and neglect and complies with mandatory reporting procedures for child abuse and neglect.
- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Performs other duties as assigned.



A United Way Agency

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Complies with all DHHS regulations.
- Support St. Monica’s Home in the organization’s objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Bachelor’s Degree in child development or Elementary Education OR related field and experience working with young children of diverse populations and with special needs preferred.
- First Aid / CPR certified or ability to obtain certification.
- Driver’s license and valid insurance required upon hire.

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.

EMPLOYEE:	
Approved by & Date:	
Reviewed:	

Creation Date: 06/2022
Next Review Date: 06/2023

