

Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: *

January 3rd, 2022

Name of Agency/Program: *

Ascension of Christ Early Child Care Center

City: *

Beverly Hills, MI

Position/Job Title: *

Infant / Toddler Lead Teacher

Job Description: *

Wage Status: Full Time Dept: Childcare

Reports To: Program and Administrative Director

Benefits:

Concordia Retirement Plan

Concordia Disability and Survivor Plan

Healthcare Benefits

Paid Time Off

Paid Holidays

Primary Purpose:

Serve in the childcare ministry with a commitment to teaching Christian values to children as an important foundation for learning. Confident in their ability to teach young children and develop lesson plans based on out Christian curriculum. Passionate about educational excellence and willing to share their knowledge. Enthusiastic about building strong and engaging relationships with children and their families.

Minimum Qualifications:

Valid Infant / Toddler Child Development Associate (CDA) credential -OR- an Associate's Degree or higher in early childhood education, child development, or a child related field.

A minimum of three (3) years in an early childhood related position or education program.

Current TB Test, Blood-Borne Pathogens and CPR Pediatric / Adult certification or willing to obtain prior to start date.

A Physical Statement from a physician certifying freedom from communicable diseases and job performance ability.

Must meet all State of Michigan Lead Caregiver Requirements.

Willing to meet the minimum thirty (30) hours required by the State of Michigan in the classroom

Knowledge and implementation of Michigan Childcare Guidelines.

Ability to work flexible hours. Standard center "open" hours are Monday - Friday 7am – 6pm. May be required to come in early or stay late as needed.

Flexible to work in any capacity necessary to maintain ratio and safety of the program as a Lead Teacher.

Successful completion of a 90-day probationary period.

Responsibilities and Duties:

General

Plan, organize, and implement developmentally appropriate activities based on our Christian curriculum.

Assist the Center Director with welcome tours and engage with prospective families.

Supervise and instruct assistant teacher and substitutes assigned to the same classroom to ensure continuity of curriculum and then highest standard of quality in all classrooms.

Lead and assist with daily lesson plans that are suitable for child's age, stage, and personal interest.

Consistently demonstrate behavior that is professional, ethical, courteous, positive, and responsible to

serve as a role model for our children and other staff.

Share responsibility for the arrangement and maintenance of the room and equipment.

Familiar and able to perform emergency evacuation procedures with ease, including lifting/loading 3-4 infants into a crib with wheels and rolling the crib outside to safety.

Perform other functions that may be assigned by the administration and/or supervisors.

Attend posted monthly staff meetings

Interactions with children and their families:

Supervise children at all times – observing and monitoring groups of children outdoors and indoors, year-round, assuring their health and safety – performing a name to face count every thirty (30) minutes.

Ensure that each child receives individual attention on a regular basis.

Provide positive guidance to assist children in the development of self-discipline.

Gather and document daily information on children's development and nutritional experiences.

Maintain a developmentally appropriate environment for children at all times.

Understand growth and development stages of assigned age group.

Manage Classroom behaviors

Show insight into child and adult behaviors.

Respond and interact with children in their play environments and at their eye level.

Communicate regularly with parents through daily greetings, verbally, and/or through written comments on Child's daily charting.

Plan and attend Parent Teacher conferences twice a school year or when requested by parents.

Complete and maintain developmental assessments for children enrolled in your classroom.

Must be able to maintain the highest degree on confidentiality when discussing issues related to children, their families, and other staff members.

Daily tasks, responsibilities, and physical demands:

Assist with daily housekeeping and playground upkeep as directed to maintain order of Center

Perform tasks related to all activities of the program, (i.e. meals, art projects, activities, etc.)

Able to stoop, bend, and walk while carrying children.

Able to move from standing to sitting on the floor (and vice versa) with difficulty frequently throughout the day.

Able to safely carry and left children to and from changing tables.

Must be able to change diapers and administer medication, according to State regulations and/or attend to all of the child's needs and assure their safety and security while on the changing table and in the classroom.

Able to change bedding and perform regular housekeeping tasks such as picking up toys, restocking supplies for each child, sweeping floors throughout the day, doing dishes, etc.

Able to handle multiple tasks and individual needs of 4 infants at one time – per state ratio.

Able to tolerate the typical sounds on an infant / young toddler room (i.e. babies crying, laughing, active play, etc)

Able to take children for stroller rides, indoors and outdoors – which would include placing babies in strollers and pushing the stroller.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of responsibilities, duties and skills that may be required. The Management reserves the right to add or change duties at any time.

Applicants Reply to:

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