

# 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: \*

August 26, 2021

Name of Agency/Program: \*

The Community House Early Childhood Center

City: \*

Birmingham, Mi

Position/Job Title: \*

Lead PreK / Preschool Teacher

## Job Description: \*

Responsible for planning and implementing a developmentally appropriate HighScope curriculum in accordance with the philosophy of the Early Childhood Center (ECC) and state licensing regulations.

### Essential Functions and Responsibilities:

- Ensure a daily well-planned environment with appropriate materials which stimulate children's interest and involvement.
- Oversee staff in assigned classroom ensuring they are implementing the established curriculum.
- Gear program to needs of individual children with concerns for their interest, handicaps, special talents, individual style and pace of learning.
- Gear expectations and responses to the various developmental levels of the children in the classroom.
- Facilitate children's play and learning in a non-directive, positive, flexible manner; know when and how to step in to promote cognitive and social growth.
- Work with team teachers to plan daily curriculum; problem solve in the classroom, coordinate and conduct parent/teacher conferences, and continually evaluate procedures pertaining to the program, children, parents, and staff.
- Document all accidents/injuries/incidents and notify Director/Assistant Director in a timely manner.
- Complete daily reports and prepare children assessments; enter assessments into Child Observation Record (COR) program in a timely manner.
- Utilize Daily Communication Log to document important information or incidences for all staff.
- Treat children and families with dignity and respect, maintain a positive demeanor, use nonjudgmental language and tone of voice.
- Interact with children with consideration of cultural and socioeconomic background.
- Represent and promote the Early Childhood Center and The Community House in a positive manner at all times.
- Perform related duties as assigned.

### Other Duties and Responsibilities:

- Attend bi-weekly Lead Teacher meetings.
- Attend general staff meetings and occasional TCH all-staff meetings.
- Complete a minimum 24 hours per year continuing education in child development and behavior, High Scope Curriculum, or some combination of both.
- Attend annual ECC Teacher Appreciation Luncheon and Holiday Party.
- Complete annual Infant/Child C.P.R. and First Aid training in order to maintain required certification.
- Contribute to periodic parent newsletter as requested or assigned.
- Support the mission of The Community House.

### Supervisory Responsibilities:

- Manage staff and ensure adherence to ECC policies and guidelines.
- Conduct individual team staff meetings on a bi-weekly basis.
- Prepare and conduct staff performance reviews along with Director input.

### Qualifications:

- Four year college degree preferred in Early Childhood Education or Elementary Education with a ZA endorsement preferred.
- Professional training in the field of Early Childhood Education and/or Child Development preferred.

- Two years of experience working with young children, preferably with HighScope background.
- Must meet state licensing requirements.
- Ability to supervise and manage using a team teaching approach.
- Sensitive and mature individual who is able to relate well to both children and adults.
- Ability to provide leadership and stability for program continuity.
- Strong leadership skills.
- Strong verbal, written, and phone skills.
- Desire and ability to meet new people and new situations.
- Excellent organization and planning skills.
- Self-motivated.
- Ability to perform numerous tasks simultaneously and meet required deadlines.
- Ability to keep the necessary proprietary information confidential.
- Computer experience with working knowledge of Word and Excel preferred. Ability to learn internal software programs.
- Ability to define problems and recommend appropriate solutions.
- Ability to deal with abstract as well as with concrete problematic people/children and situations such as dissatisfied and/or irate parents and children.

Physical Demands:

- Job requires standing, sitting, stooping, bending, and occasionally lifting up to 30lbs unassisted.

Applicants Reply to:

Please send cover letter and resume to [hhendricks@communityhouse.com](mailto:hhendricks@communityhouse.com).

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