

# 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: \*

10/11/21

Name of Agency/Program: \*

The Community House Early Childhood Center

City: \*

Birmingham, MI

Position/Job Title: \*

Preschool and Pre-K Full-time Positions Available!

## Job Description: \*

Teachers responsible for team teaching with Lead Teacher and additional teachers in classroom; including planning and implementing a developmentally appropriate HighScope curriculum in accordance with the philosophy of the Early Childhood Center (ECC) and state licensing regulations; and which supports the mission of The Community House (TCH). The Center is open Monday – Friday from 7am-6pm.

### Responsibilities:

- Ensure a daily well-planned environment with appropriate materials which stimulate children's interest and involvement.
- Gear program to needs of individual children with concerns for their interests, 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.
- Perform related duties as assigned.

### Other Duties and Responsibilities:

- 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 Parent Group 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.

### Qualifications:

- Must be at least 21 years of age with a High School Diploma or GED.
- Four-year college degree preferred in Early Childhood Education or Elementary Education with a ZA endorsement preferred.
- One-year professional training in the field of Early Childhood Education and/or Child Development or comparable experience working with young children.
- Must meet state licensing requirements.
- Understands the developmental stages of children; ability to work with children in a manner appropriate to these stages.
- Must possess a warm and friendly personality, be sensitive to the feelings and needs of others, and

able to relate well to children.

- 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 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 preferred.
- Ability to deal with abstract as well as with concrete problematic people/children and situations such as dissatisfied and irate parents and children; knows when to get Lead Teacher or ECC Senior Director involved in solving a problem.
- Experience with anecdotal note taking, parent/teacher conferences, portfolio implementation for class and children.

**Physical Demands:**

Job requires standing, walking, sitting, stooping, bending, pulling, pushing and lifting up to 30lbs unassisted.

**Competitive Pay and Benefits:** Compensation starts at \$15.50/Hour. Benefits include medical, dental, short-term disability, group Life, paid vacation and sick time, 401(K) retirement plan.

**COVID-19 Considerations:** Masks required to be worn by all employees. Mandatory COVID-19 Vaccination Policy. New hires must be fully vaccinated or in the process of vaccinations (have received their first vaccine dose) prior to the first day of their employment.

**To Apply:** Please send cover letter and resume to Jeanine Katona, Vice President of Human Resources at [jkatona@communityhouse.com](mailto:jkatona@communityhouse.com).

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**Applicants Reply to:**

[jkatona@communityhouse.com](mailto:jkatona@communityhouse.com)

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