

AVANCE New Mexico LEAD CHILD TEACHER

REPORTS TO: Parent Educator

EMPLOYEE STATUS: Non-exempt, 40 hrs/wk

STAFF UNDER SUPERVISION: 0

LOCATION: New Mexico

BASIC PURPOSE: This position is responsible for providing a safe, stimulating, and nurturing environment for children and for teaching developmentally appropriate concepts and skills to young children from birth to 4 years of age.

JOB RESPONSIBILITIES

1. Prepares children's lesson plans, activities, materials, and supplies, along with Parent Educator.
2. Teaches, instructs, and involves children in planned activities such as reading, painting, art, singing, storytelling, music, exercises, play, etc.
3. Develops social skills necessary for children to control behavior, cooperate, and work in group activities.
4. Conducts any developmental assessments performed with children and documents children's progress.
5. Plans and conducts home visits as necessary.
6. Orients and directs child center volunteers when necessary.
7. Maintains an attractive, safe, clean, and functional physical environment for children's learning.
8. Establishes and maintains a warm and nurturing environment for children.
9. Ensures all parents sign in all children on attendance sheets.
10. Changes diapers and attends to children's physical needs as necessary.
11. Feeds or serves food to children and teaches table manners and cleanliness.
12. Reports to Parent Educator and reporting agency suspected child abuse, neglect, and medical conditions/illnesses and follows up for appropriate referrals and attention.
13. Reports suspected language delays, developmental delays, and physical/mental problems and follows up for appropriate referrals and attention.
14. Washes and cleans toys, equipment, materials, and early learning center on a daily basis.
15. Practices safety and safe lifting techniques at all times.
16. Performs other duties as requested by supervisor and attends staff meetings, trainings, and special events.

WORK EXPERIENCE

Required: Minimum 3 years in child development program

Preferred: Supervisory experience

EDUCATION

Required: HSD/GED and Child Development Accreditation (C.D.A.)

Preferred: Associate's degree in Child Development

OTHER REQUIREMENTS

Language: Must be able to read, write, and speak in English and Spanish.

Must have reliable, personal transportation.

Love children and be a team leader.