



JOB ANNOUNCEMENT

Job Title: LEAD TEACHER – 18 TO 24 MONTH-OLDS

Department: INCLUSIVE EARLY LEARNING CENTER

Job Status: F/T ☒ P/T ☐ Temp ☐

FLSA Status: Nonexempt ☒ Exempt ☐

Reports to: IELC Director

Positions Supervised: Asst Teachers, Community Volunteers

Work Schedule: Mon – Fri, possible Saturday trainings

Amount of Travel Required: none

Wage Scale Min: \$7.80/hr + education incentive

Wage Scale Max: \$9.90/hr + education incentive

Date Submitted: 02.12.21

Closing Date: until filled

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences.

PdN Children's is looking for someone who is:

- organized
- has knowledge of child growth and development
- has experience and knowledge with infants and toddlers with and without special needs
- knowledgeable of classroom inclusion
- friendly and enthusiastic disposition when working with infants, toddlers and their families.

The best candidate is one who:

- has knowledge of Texas Licensing, Texas Rising Star and NAEYC standards
- knows developmentally appropriate practices for infants and toddlers
- demonstrates a variety of developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development.

POSITION SUMMARY:

The Lead Teacher will be responsible for meeting the social, emotional, cognitive and physical needs of a group of young children aged 18 to 24 months. The Lead Teacher must include adaptations for children with disabilities in the classroom.

ESSENTIAL FUNCTIONS:

- Maintain confidentiality of children and family information
- Maintain communication with therapist, co-workers, supervisor and parents
- Responsible for maintaining ongoing documentation of children's growth and development
- Maintain safe working environment for children and adults
- Maintain a safe, healthy learning environment, both indoors and outdoors
- Responsible for the preparation and implementation of lesson plans with adaptations
- Report suspected child abuse and neglect as required by law
- Feeding, cleaning and diaper changing
- Daily health checks, medication administration and incident reports.

COMPETENCIES

- Leadership and staff motivation skills
- Business Acumen.
- Communication.
- Consultation.
- Critical Evaluation.
- Ethical Practice.
- Global & Cultural Awareness.
- Relationship Management.

SUPERVISORY RESPONSIBILITY

Assistant Teacher and community volunteers

REQUIRED EDUCATION AND EXPERIENCE

- 18 years of age
- High School diploma/GED
- AA in Early Childhood or Child Development

PREFERRED EDUCATION AND EXPERIENCE

- Minimum one (1) year experience working in early childhood
- Minimum one (1) year experience working with children with special needs
- BA in a related field with a minimum of 12 credit hours in Child Development or Early Education
- Bilingual (English and Spanish)

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must pass criminal history background check
- Reliable, dependable and always vigilant of surroundings
- CPR, First Aid, Food Handlers, Physical, TB Test and negative COVID-19 test required,
- Excellent organizational, positive communication, time management, cleanliness and documentation skills
- Participate as a member of a team and contribute to group efforts

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORK ENVIRONMENT

Inclusive classroom, outdoors playground

PHYSICAL DEMANDS:

Physical Abilities

Stand N ☐ O ☐ F ☒ C ☐

Walk N ☐ O ☐ F ☒ C ☐

Sit N ☐ O ☐ F ☒ C ☐

Handling / Fingering N ☐ O ☐ F ☒ C ☐

Reach Outward N ☐ O ☒ F ☐ C ☐

Reach Above Shoulder N ☐ O ☒ F ☐ C ☐

Climb N ☐ O ☒ F ☐ C ☐

Crawl N ☐ O ☒ F ☐ C ☐

Squat or Kneel N ☐ O ☒ F ☐ C ☐

Bend N ☐ O ☒ F ☐ C ☐

Vision (Near, Distance, Color, Peripheral, Depth Perception) N ☐ O ☐ F ☒ C ☐

Sense of Touch N ☐ O ☐ F ☒ C ☐

Lift/Carry

☐ 10 lbs or less

☐ 11-20 lbs

☒ 21-50 lbs

☐ 51-100 lbs

☐ Over 100 lbs

Push / Pull

☐ 12 lbs or less

☒ 13-25 lbs

☐ 26-40 lbs

☐ 41-100 lbs

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.