



small steps nurturing center

Flexible Teacher

Department: Program

FLSA Status: Exempt

Job Type: Regular

Job Status: Full Time

Reports To: Campus Director

Travel Required: Possible Home Visits

Positions Supervised: None

Work Schedule:

Monday – Friday 7:45 am – 3:45 pm (includes 30 minute lunch and 15 minute break each day).

Occasional evening hours are required for special event support.

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Provide essential support and flexibility within each classroom, including but not limited to supporting student learning, classroom management, and administrative support; foster and maintain a supportive and respectful environment; maintain the SSNC philosophy in the teaching role.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Planning & Instruction:

- Prepare materials for classroom activities, projects, and parent events
- Follow the lesson plans provided to teach a small/large group during class time
- Adhere to the school schedule and assignments as set by the Campus Director
- Provide support for teacher breaks and absences
- Assist with the recording/documentation of student assessments, as requested
- Cover classes when teachers are absent
- Other duties as assigned

Student & Family Services:

- Create a learning environment centered on respect and diversity
- Effectively manage classroom procedures and student behavior, implementing SET for Life
- Participate in Home Visits/Parent Conferences, upon Lead Teacher request
- Communicate consistently and clearly with parents, students, and staff, upon Lead Teacher request
- Demonstrate knowledge of the students assigned and SSNC philosophy
- Drive or ride on van routes and follow van procedures if asked
- Provide assistance with toileting, grooming, and other personal care needs, as appropriate, to ensure the health, hygiene and comfort of the student and classroom

Training & Collaborative Partnerships:

- Participate in and collaborate during teacher training and meetings
- Prepare and participate in team assessment meetings
- Seek out professional development opportunities that align with program goals and encourage professional growth
- Follow guidelines listed in the Employee Handbook
- Maintain national accreditation and licensing standards
- Other duties assigned, including events outside of school hours, as needed

POSITION QUALIFICATIONS

Competency Statement(s)

- Team Work – Ability to work in a team, demonstrating an understanding of cultural differences
- Dependability – Ability to take responsibility for own actions and complete assignments in an ethical and mature manner
- Energetic - Ability to work at a sustained pace and produce quality work
- Patience - Ability to act calmly under stress and strain and not be hasty or impetuous
- Empathetic - Ability to appreciate and be sensitive to the feelings of others
- Creative - Ability to think in such a way as to produce a new concept or idea
- Communication - Ability to communicate clearly, concisely and effectively with others
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

SKILLS & ABILITIES

Education:

High School Diploma or GED and Child Development Associate Credential (or equivalent) (completed or in classes) OR Associate's Degree (or higher) in Early Childhood Education or related field

Experience: Minimum of 6 months working with children or a related field

Computer Skills: Microsoft Office

Certifications & Licenses: CDA Credential (preferred)

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	
Walk	F	10 lbs or less	O
Sit	F	11-20 lbs	O
Manually Manipulate	F	21-50 lbs	O
Reach Outward	F	Over 50 lbs	N
Climb	N		
Crawl	O	Push/Pull	
Reach Above Shoulder	F	12 lbs or less	O
Squat or Kneel	F	13-25 lbs	O
Grasp	F	Over 26lbs	N
Speak	F		

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

I can perform the essential functions of this job with or without accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.