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Sheridan, WY 82801  
307-673-0403 Phone  
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## JOB DESCRIPTION

### Teacher

**Objectives of the position:** Develops and is cognizant of the goals and objectives for each child as well as those for the group; utilizes specialized materials and equipment appropriately for the specific needs of individual children; responsible for implementing the program curriculum; offers mentorship to the college students in regards to inclusion strategies during routines and activities in the daily program; demonstrates positive attitudes and inclusive practices, assisting with the facilitation of the learning and development of all children; the teacher is responsible for a group of children who are assigned for most of the day to an individual classroom or well-defined space that prevents intermingling of children from different groups within a larger room or area. The teacher must spend the vast majority of time with one group of children who attend at the same time rather than divide time between classrooms or float between groups

**Reports to:** Educational Coordinator

**Supervises:** Teacher Assistant, Student Aide

**Qualifications:** Prefer at a minimum of CDA credential awarded by the council for Professional Recognition or equivalent or; be working on an associate's or higher education in early childhood education, child development-family studies, early childhood special education, or elementary education with a concentration in early childhood education or the equivalent or; have a degree (associate's or higher outside of the early childhood field and three or more years of work experience in an NAEYC-Accredited program or; have a degree (associate's or higher outside of the early childhood field with three or more years of work experience in a non-accredited program and at least 30 contact hours of relevant training during that past three years; agree with and be willing to uphold the mission statement, core values, ethical standards, and policies and procedures of the center; be able to carry out responsibilities with little supervision.

### JOB DUTIES:

1. Provide a safe and secure environment for children to feel comfortable
2. Keep parents informed of program expectations, program activities and their child's progress.
3. Develop and maintain current, accurate and confidential children files.
4. Develop daily activity plans.
5. Plan and implement activities to meet the physical, emotional, intellectual, spiritual, and social needs of the children in the program.
6. Provide cuddling and talk to facilitate relationship building.

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[info@firstlightsheridan.com](mailto:info@firstlightsheridan.com)

7. Provide adequate equipment and activities.
8. Ensure equipment and the facility are clean, well maintained and safe at all times.
9. Develop weekly schedule of activities.
10. Develop culturally appropriate programs and activities.
11. Develop activities that introduce math and literacy concepts.
12. Be familiar with emergency procedures.
13. Provide various experiences and activities for children including songs, games and storytelling.
14. Provide opportunities for sleep and rest time.
15. Provide opportunities to build children's self worth.
16. Establish routines and provide positive guidance.
17. Develop positive redirection/discipline techniques when required.
18. Clearly and effectively communicate in a manner that children understand.
19. Perform other related duties as requested.
20. Report all concerns or critical incidents immediately to supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

1. The Teacher must have proficient knowledge in child development theories and practices
2. The Teacher must demonstrate the following skills:
  - a. team building skills
  - b. analytical and problem solving skills
  - c. decision making skills
  - d. effective verbal and listening communications skills
  - e. stress management skills
  - f. time management skills
  - g. leadership skills
3. The Teacher must maintain strict confidentiality in performing the duties and demonstrate the following attributes:
  - a. be respectful
  - b. possesses cultural awareness and sensitivity
  - c. be flexible
  - d. demonstrate sound work ethics
  - e. consistent and fair
  - f. be compassionate and understanding
  - g. be able to build esteem while ensuring a safe and secure environment

Caring for children can be physically demanding. The Teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Teacher will be expected to clean and maintain equipment and facility, and may move throughout the community with children. The Teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. First Light Children's Center actively supports Americans with Disabilities Act and will consider reasonable accommodations.

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date