

Clubhouse Academy LLC- Johnstown, CO

Lead Teacher

Job Description

Job Requirements

Minimum requirements:

- Background checks- in state & out of state within 5 years- paid by employer
- Graduation from high school or GED.
- Must have at least a Child Development Associate (CDA) credential or an equivalent credential that addresses comparable competencies.
- Colorado Shines account, connected to your employer
- Colorado Shines/PDIS classes finished- All orientation & required classes (search w/the keyword), we require 22 hours in total in PDIS
- College courses in Early Childhood Education or related field preferred.
- Six months of experience in an early childhood program or other paid position working with young children.
- Must be willing to obtain a minimum of 15 hours of training each year self-scheduled & attended on your own time
- Have the experience/knowledge/personality necessary to develop consistent, stable, and supportive relationships with very young children.
- 2 weeks notice for any time needed off
- Monthly, required staff meetings- paid & lunch provided. *Friday afternoons*

Nature of Work

Must be able to do the following:

- Communicate effectively with infants, toddlers, their parents, and other staff.
- Provide quality, nurturing care to infants and toddlers enrolled in the program.
- Manage a group by yourself or with an Assistant Teacher with infants/toddlers.
- Plan and implement an age-appropriate curriculum with Frogstreet.
- Demonstrate skills to properly address developmental & social/emotional needs of infants and toddlers.
- Conduct and document developmental screenings and assessments of children. (ASQs)
- Maintain effective, working relationships with children, parents, and fellow staff.
- Lift, bend, squat, kneel, reach & be on your feet or on the floor for most of your shift

We are located just off of Hwy 60, just East of I-25 at the Johnstown/Johnsons' corner exit

We take care of not only children's basic needs, but we form bonds with them, we care about them, we teach them. We use Frogstreet Curriculum as our main curriculum along with Zoo phonics *Safari Sid* sprinkled with CATCH large motor/outdoor curriculum
We accommodate children between 6 weeks old through 36 months/3 years old

All staff needs to be able to work either open shifts
6:45/7am or closing shifts 6/6:30PM M-F

We offer-

- Paid holidays after 90 days *Easter Monday, July 4th, Memorial Day,
 - Labor Day, Christmas Day, Thanksgiving Day
- Paid CPR/FA classes- we have our own trainer
- Tele health after 90 days
- Choice of Dental OR Vision after 90 days
- Flexible work schedule, including choice of working 5 days/8-hour shifts or 4 days/10-hour shifts
- Sick pay is earned upon starting, Dr. note required to use hours, this included Bereavement
- Water cooler for staff use
- The state requires 10 minutes paid staff breaks, I typically offer 15 minutes after approximately 2-3 hours of your shift
- 30-minute unpaid lunch breaks out of the classroom- (you may leave the premises)

Teachers are responsible for the following:

Interactions and Relationships with Children and Families

- Warmly greeting children and parents upon their arrival at the center and helping children separate from parents as they leave
- Responding non-defensively and courteously when parents have concerns, referring them to the Director
- At all times, using low, calm voice tones when communicating with children
- Moving to the children to talk rather than calling from a distance
- Engaging in frequent face-to-face, eye-to-eye communications with children
- Responding quickly to children who are in distress
- Treating children and families of all races, religions, and cultures equally with respect and consideration
- Helping children to know, accept, and appreciate themselves as individuals & making them feel included & part of our 'family'
- Stating directions in positive terms & only 1-2 at a time, depending on their development/attention span
- Establishing reasonable limits for children & gently pushing them beyond those limits for teaching/growing purposes
- Using non-punitive ways of dealing with inappropriate behaviors and exercising authority without undermining children's self-worth
- Encouraging children to use words to solve their problems
- Modeling appropriate ways to behave

Classroom Management and Curriculum Development

- Arriving on time & ready to teach to be ready for the first child of the day
- Arranging and maintaining the classroom centers as appropriate for the age group & development with the willingness to accept when something isn't working or causing behavior issues
- Writing & implementing daily, developmentally appropriate lesson plans to include learning goals

and objectives which are linked to specific curriculum activities and to all developmental domains of children: emotional, social, cognitive, and physical. Plans include individualizing activities for specific children as well as group plans.

- performing ongoing observations of children to assess their skills and abilities
- Being accountable for the care of classroom materials
- Planning and smoothly managing daily routines and transitions
- Being able to focus on individual children while being aware of what is happening throughout the classroom
- Providing a safe environment to reduce and prevent injuries and/or injuries
- Reporting the need for classroom repairs

Professional Practices- YOU are a person who-

- Takes initiative to do what needs to be done without being told every time
- Helps out in all aspects of the center, including dishes, laundry, cleaning
- Follows the center's policies and procedures & licensing rules/regulations
- Maintains confidentiality of families and children's information, conversations, etc...
- Attends early childhood education workshops- a love for learning
- Is conscientious in use of sick leave and/or requested time off
- Is punctual and calls the center phone when unforeseen circumstances cause your lateness
- Refraining from gossiping about other staff members or families, the business, etc...
- Maintains cordial and harmonious professional relationships with other staff members
- Readily and cooperatively adapt to new or changing situations on a daily basis
- Following through, in a timely fashion, on assigned tasks, asking when help/advice is needed
- Accomplishing duties accurately & completely with a minimum of supervision
- Strong work ethic- hard work is essential- we have NO time to waste in this business
- Multitask like a lady BOSS!
- Reliable, responsible for your words, actions and own your mistakes, do better & improve next time
- Love to sing/dance to children's music, be silly like no one's watching
- YOU do the right thing, even when NO ONE is watching
- YOU are able to encourage, empower, teach & uplift co-workers