

# River Forest Community Center

## Early Childhood Teacher and School Age Workers Job Description

**Background:** Early childhood teachers and school-age workers shall be at least 19 years of age shall have a high school diploma or equivalency certificate (GED). School-age workers shall be at least five years older than the oldest child with whom they work. An Early childhood teacher or school age worker shall meet the requirements set forth by the Illinois Department of Children and Family Services (DCFS) listed below. Early childhood experience, first aid training and additional related coursework and skills are preferred. The teacher must have the ability to relate to and interact professionally with parents and children and be able to work cooperatively with the assistant or co-teacher in planning and presenting the program curriculum.

**Immediate Supervisor:** Early Childhood Director

### DCFS Requirements

#### General Requirements for all Early Childhood Staff:

1. Staff shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development.

Factors contributing to the attainment of this standard include:

- a) Emotional maturity when working with children
  - b) Cooperation with the purposes and services of the program
  - c) Respect for children and adults
  - d) Flexibility, understanding and patience
  - e) Physical and mental health that do not interfere with child care responsibilities
  - f) Good personal hygiene
  - g) Frequent interaction with children
  - h) Listening skills, availability and responsiveness to children
  - i) Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities
  - j) Use of positive discipline and guidance techniques
  - k) Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.
2. Early childhood staff shall generally demonstrate skill and competence necessary to assume direct responsibility including:
    - a) Skills to help children meet their developmental and emotional needs
    - b) Skills in planning, directing, and conducting programs that meet the children's basic needs
    - c) Staff shall be willing to participate in activities leading to professional growth in child development and education, and in training related to specific needs of the children served
    - d) Participation in 15 clock hours of in-service training per year.

#### Early Childhood Teachers:

1. In addition to meeting the general requirements, the early childhood teacher responsible for a group of children that includes infants, toddler or preschool age children shall have achieved:
  - a) Sixty semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six; or
  - b) One year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six; or
  - c) Completion of credentialing programs approved by the Department in accordance with Appendix G of this Part.

# River Forest Community Center

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### Job Description

#### **School-Age Workers:**

1. In addition to meeting the general requirements the newly employed school-age worker responsible for a group of school-age children shall have achieved:
  - a) Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with six semester hours (or nine quarter hours) related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; or
  - b) 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school, and six semester hours (or nine quarter hours) of credit from an accredited college or university related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; or
  - c) A high school diploma or equivalency certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school
  - d) Completion of a training program accredited by the American Montessori Society or Association Montessori International may be substituted for the courses directly related to child care and/or child development required by this Section. Persons holding a Montessori pre-primary credential may supervise children through age six. Persons holding a Montessori primary or elementary credential may supervise children six years of age or older.

#### **Teaching Responsibilities:**

1. Work cooperatively with the Early Childhood Director and other staff members to achieve the goals and objectives of the program as set by the River Forest Community Center.
2. Create and implement appropriate daily curriculum activities designed for the needs and growth of each child.
3. Create age appropriate lesson plans and prepare materials for class projects and activities.
4. Be aware of each child at all times and assume responsibility for all participants until released to a parent or designated caregiver.
5. Lead and monitor classroom activities. Must also be able to anticipate potential problem situations and redirect activities to provide a safe and happy environment for all children in the program.
6. Actively interact with children and participate in classroom activities as part of providing a daily positive classroom experience for program participants.
7. Keep accurate daily attendance records.
8. Work in conjunction with the Early Childhood Director in making referrals and developing program plans for children with special needs.
9. Attend staff meetings, in-service training, and/or parental meetings as required.

#### **Communication:**

1. Establish and maintain good rapport with parents of program participants.
2. Distribute written communication as necessary or requested by the organization.
3. Contribute items as required for monthly newsletter, including an activity outline and learning concepts presented in class.
4. Prepare and conduct parent/teacher conferences or consultations as required including fall and end of year conferences.
5. Establish and maintain good rapport with parents of program participants.
6. Represent and promote the early childhood education programs as integral parts of the overall programs and services that are offered by the River Forest Community Center

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### **General Program Responsibilities:**

1. Ensure site is well supplied with necessary program materials. Submit a list of any supplies to the Early Childhood Director prior to the date that the supplies are needed in order to ensure that supplies are available when needed.
2. Keep the classroom neat and orderly. Make sure that equipment is clean and returned to its proper place after each use.
3. Inform the Early Childhood Director of student behavioral difficulties and concerns. Discuss strategies for improvement and monitor progress.
4. Evaluate the quality of the program on an ongoing basis, making recommendations for improvement to the Early Childhood Director.
5. Make approved program supply purchases as required or requested.
6. Record and document accident/incident reports in accordance with guidelines established by the RFCC and outlined in the teacher handbook.
7. Read, understand and be aware of all RFCC program information, policies, procedures and guidelines, including, but not limited to, promotional material, enrollment application forms, waivers, etc.
8. The personal use of any items or media that have been acquired as a result of and/or related to an employee's employment with the Community Center is strictly prohibited. Examples include, but are not limited to, program information, pictures, videos, movies, postings to personal internet or web sites, FaceBook, MySpace, etc. and text, picture or video messages.
9. Additional responsibilities can be assigned at the discretion of the Early Childhood Director and/or Executive Director.

### **Work Traits:**

1. Ability to accept assigned responsibilities and to work in an organized manner.
2. Ability to be creative, flexible and interact cooperatively with others.
3. Ability to communicate effectively.
4. Display dependability, patience and concern for others.
5. Ability to be aware of and sensitive to the needs and concerns of children and their parents and respond appropriately

### **Special Requirements:**

1. Proof of Education
2. Three letters of personal reference for personnel file
3. A negative t.b. test (skin or chest x-ray)
4. A satisfactory examination by a physician every two years of employment
5. A signed statement that acknowledges the employee's status as a mandated reporter of suspected child abuse and neglect.
6. Authorization and fingerprinting for background checks as required by 89 IL Adm. Code 385.

### **General Employment Information:**

As an employee at the Community Center, I acknowledge that I am employed at the will of the Community Center and am subject to termination at any time, for any reason, with or without cause, and with or without notice. I also agree that all information relevant to the Community Center's programs and/or activities including, but not limited to, program rosters, participant data, schedules, fees, costs, expenses, etc. whether contained on computer disks or other media or just as information acquired during the course of my employment with the Community Center is the property of the Community Center and is protected by the Illinois Trade Secrets Act. I agree not to use this information for any purpose after separation of employment. I also understand that I must receive approval from my immediate supervisor and/or the Executive Director prior to distributing any correspondence, written or otherwise, to program participants.

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_