**CITY OF GRAND JUNCTION**

**EARLY CHILDHOOD TEACHER**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** intended to reflect all duties performed within the job.

**DEFINITION**

Supervise and provide oversight of the childcare facility classroom while adhering to childcare standards and regulations; ensuring proper safety levels; fostering an educational and nurturing childcare setting, maintaining the highest of childcare standards, communicating with families and ensuring the cleanliness of the facility.

**JOB CLASSIFICATION**

Exempt, Safety Sensitive

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Daycare Director and Recreation Supervisor.

**PRIMARY DUTIES** - *The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Develop and implement curricula and services for children six (6) weeks to six (6) years of age to provide a safe and effective learning environment; define and communicate appropriate limits and boundaries for students; enforce rules and procedures; ensure smooth transitions between activities.
2. Maintain ongoing, open communication with parents, guardians, and caregivers; collaborate with children’s families to facilitate participation and address behavioral or learning concerns.
3. Perform routine maintenance and cleaning of classroom and facility equipment; Organize classroom materials, clean and sanitize all surfaces and floors, launder bedding and linens, ensure the classroom is safe and in a good standing condition..
4. Enforce and monitor childcare compliance with all applicable laws, rules, and safety regulations related to the Office of Early Childhood; communicate and enforce all City, department, and facility policies and procedures.
5. Communicate and enforces all City, department, and facility policies and procedures.

1. Serve as a liaison to supervisory staff, employees, the general public, childcare families, advisory groups, and other groups; attend all assigned training’s, meetings, and special committees; represents the childcare facility and provide professional advice related to childcare programming as needed.
2. Maintain records and develop reports concerning the childcare facility and program effectiveness; manage records for registrations and fees collected; maintain and file accident reports; prepare usage reports, as required.
3. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Effective child behavior management techniques.

Customer service procedures and principles.

Child development for young children six weeks through six years of age.

Principles and practices of educational programs and curriculum development and implementation.

English usage, spelling, grammar and punctuation.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Meet state requirements for education.

Communicate clearly and concisely, both in writing and verbally.

Establish and maintain effective working relationships with those contacted in the course of work.

Care for children and meet their needs in a calm, kind, and compassionate manner.

Respond to emergency situations and perform first aid as necessary.

Adapt to policy and environmental changes.

Recognize the importance of safety; practice safe work habits and report unsafe conditions to the appropriate supervisor.

Establish and maintain accurate records, logs, and files.

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

Two (2) years of experience in the coordination or implementation of recreational or childcare programs.   
   
Other combinations of experience and education that meet the minimum requirements may be substituted.

**Training:**

Must meet appropriate Early Childhood Teacher requirements/qualifications and provide all documentation as required by the State of Colorado’s Department of Human Services [(7.702.44)](https://www.coloradoofficeofearlychildhood.com/oec/OEC_Providers?p=Providers&s=Rules-and-Regulations&lang=en) upon hire. 

**License or Certificate**

Possession of, or ability to obtain, an Early Childhood Teacher Certificate issued by the State of Colorado’s Department of Human Services

* Possession of, or ability to obtain, a valid Colorado driver's license.
* Possession of, or ability to obtain, a valid CPR/First Aid certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**

The job is performed in the following working environment:

Office and field environment.

**Physical Conditions:**

The job is characterized by:  
  
**Light Work:** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.  
  
The following physical activities are very or extremely important in accomplishing the job's purpose and are performed on a daily basis:  
  
While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist, and use repetitive motions in the conduct of work. The employee is also required to perform light lifting.