

**SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.**

**JOB DESCRIPTION**

**JOB TITLE:**                      EARLY CARE EDUCATOR

**REPORTS TO:**                      Early Head Start Coordinator

**SUPERVISES:**                      Generally not a supervisory position

**EMPLOYEE STATUS:**              Regular/fulltime/hourly/non-exempt

**POSITION SUMMARY:** To provide a safe, fun, and appropriate learning environment for infants and toddlers; to communicate effectively with parents about how their child is doing and support family strengths.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

These are the most significant performance factors involved with this position and they will be the principal factors on which the employee will be evaluated:

1.      Expand the child's ability to learn and grow in his/her environment by doing the following:
  - a.      Provide stimulation by developing materials and activities that will promote children's gross motor, fine motor, language, social-emotional and intellectual development;
  - b.      Provide a safe, healthy, and well-managed learning environment so that children will have a comfortable and enjoyable learning and growing experience;
  - c.      Provide experiences and giving responses that create an atmosphere of acceptance, support, and encouragement which fosters the development of a positive self-concept and children's individual strengths;
2.      Maintain accurate daily attendance and meal records
3.      Relate in a manner that is courteous, friendly and respectful with co-teachers, other Center staff, and outside contract support staff to acquire resources, process conflicts, and join in common tasks, which support the overall program.
4.      Use available resources and opportunities in order to improve his/her knowledge and capacities in early childhood education. Actively pursue advanced education to earn AA/BA degrees in Early Childhood Education.
5.      Maintain professional conduct at all times while representing the Center.
6.      Communicate with parents to encourage parent participation with the Center, an awareness of their children's needs and development, how the activities of the Center promote positive development, and their own roles in the child's overall education and development.
7.      Relate to parents as the expert on their child.

8. Maintain current and continuous classroom records including, but not limited to: individual skill mastery, child assessment, anecdotal notes and observations.
9. Ensure full inclusion of children with special needs.
10. Attend meetings and training's required by the Supervisor and participates fully.
11. Perform a minimum of two home visits per year for each child assigned to your learning environment.
12. Attend and constructively participate in monthly staff meetings.
13. Responsible for tracking and documenting in-kind occurring in program area.
14. Responsible for monitoring volunteers assigned to your program area.
15. Regular, dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families.
16. Willingly perform other related duties as assigned by the Supervisor.

**QUALIFICATIONS:**

1. High School Diploma or GED required
2. Currently hold CDA, Infant and Toddler Certified Coursework, AA or BA in Early Childhood Education or closely related field with ECE coursework.
3. Must be willing to actively pursue higher education in Early Childhood Education
4. At least one year experience in early childhood education setting required.
5. Demonstrated aptitude for working with young children
6. Must pass Criminal History and Child Abuse/Neglect background checks
7. Must have or obtain current CPR/First Aid, Food Handlers certification and maintain current thereafter
8. Must have valid Colorado driver's license and proof of insurance

**PREFERRED QUALIFICATIONS:**

1. Previous Head Start experience
2. Previous experience working with infants and toddlers in group setting
3. Experience working in a multi-cultural setting

**LANGUAGE SKILLS:**

1. Ability to communicate clearly and accurately, verbally and in writing

**MATHEMATICAL SKILLS:**

1. Possesses basic math skills

**REASONING ABILITY:**

1. Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required
2. Ability to establish and maintain effective, supportive and respectful relationships with children, parents, staff, consultants and the public

**PHYSICAL ENVIRONMENT:**

1. Ability to lift a minimum of 30 pounds is required
2. Position requires standing, sitting and kneeling

**WORK ENVIRONMENT:**

1. Work is performed in an educational setting with some exposure illnesses, stress and frequent interruptions
2. The noise level in the environment is moderate
3. Frequent communication with employees, children, parents and others on a daily basis, including telephone as well as face to face interaction

**CODE OF ETHICS:**

Must be willing to accept and adopt the Code of Ethics required of all Head Start/Early Head Start employees.

**STATEMENT OF UNDERSTANDING**

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of the position and satisfy the expectation for regular attendance.

This job description does not constitute a contract of employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_