



Position Title: Teacher – The Haverford Center
Date Modified: January 2020
FLSA Classification: Non-exempt
Responsible To: Director of The Haverford Center

Position Summary: The Haverford Center is seeking a full-time Lead Teacher in a Preschool room for the 2020-2021 year. This position is responsible for preparing developmentally appropriate lessons and activities, and providing a warm, nurturing and stimulating environment for young children. The person filling this position understands and follows child care guidelines set by the Department of Human Services, as well as Developmentally Appropriate Practices as defined by the National Association for the Education of Young Children (NAEYC).

Essential Duties and Responsibilities

- Greet each child and parent upon arrival (including a visual inspection of each child), and acknowledge parents and children leaving at the end of each day.
- Orient children to classroom rules and routines.
- Develop a trusting relationship with children.
- Identify and respond in a timely manner to children in distress (i.e. child crying in crib).
- Monitor the welfare, health and safety of children in the group (indoors and outdoors), including classroom organization.
- Use appropriate positive discipline and train new staff so that discipline is consistent.
- Interact with children frequently, affectionately and encourage their involvement in activities.
- Draft and post daily lesson plans and execute educational curriculum in classroom.
- Observe, record and report to supervisor significant individual and group behavior.
- Maintain daily attendance reports, medication forms and logs, injury reports, etc
- Maintain progress reports on the emotional, physical, social and intellectual development of children.
- Supervise assistant teachers, part-time caregivers, volunteers and student teachers.
- Establish and maintain thorough communication with parents through parent conferences and more regularly on a daily, informal basis.
- Communicate with supervisors, parents and co-workers in making decisions and problem-solving concerning behavioral issues, curriculum planning, development of groups, etc.
- Attend staff meetings, in-service training sessions and supervisory conferences as required by The Haverford Center, DHS and for professional growth.
- Maintain the bounds of professional confidentiality.
- Dress appropriately for a child care environment, as defined by the Director of The Haverford Center.
- Perform other duties, as assigned

Minimum Acceptable Qualifications

- Associates Degree, or Equivalent, in Early Childhood Education.
- Minimum 2 years experience working with young children.
- High energy level with proactive approach to work, with the ability to motivate others
- Ability to work effectively as part of a team
- Strong communication skills
- Sense of humor, enthusiastic and happy, high ethical professional standards, and multi-cultural perspective.

Preferred Qualifications

- Bachelor's Degree in Early Childhood Education.

Physical Requirements and Work Environment

- Ability to lift children throughout the course of an eight hour day; must be capable of easily lifting 40 pounds.
- Ability to walk, bend, stand and sit throughout an eight hour day.
- Ability to push children in strollers.
- Work endurance to maintain continuous activity with children for up to 4 hours at a time.
- Visual acuity of at least 20/40 (with corrected lenses if needed) to supervise children individually and in groups; maintain accurate records; read curriculum materials; read story books to children; verify identification of escorts.
- Ability to speak and understand spoken English sufficiently to give directions and communicate with children and adults.
- Ability to print or write English legibly and accurately.
- Work in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Work intermittently in outside weather conditions, including extreme heat and cold.

Contact

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Communication via e-mail preferred. Send application and resume to szickler@haverford.org.