Job Title: Early Learning Program (ELP) Teacher/Assistant
ELP 1 teacher teaches 1-2 year olds
ELP 2 teacher teaches 2-3 year olds

Department: Early Learning Program
Reports To: Early Learning Program Division Head

Summary
ELP teachers are expected to create an environment that nurtures the social, emotional, cognitive, physical, and spiritual development of the children. This requires providing a warm and loving atmosphere for the children and the parents. The teacher and assistant(s) in each classroom should work together as a team throughout the day to ensure the best experience for the children.

Education/Certification Requirements:
- ELP 1 teachers are required, at a minimum, to have completed their CDA.
- ELP 2 Teachers are required, at a minimum, to have their Bachelor degree (preferably in Early Childhood Education), and be a certified teacher or pursuing their Florida Teaching Certificate.

Essential Duties and Responsibilities
- Arrive in the classroom no later than 7:55, to begin cheerfully greeting parents and children, and to prepare the day’s activities.
- Prepare daily activities. (Turn on lights and music. Set out sign in sheet, manipulatives, and toys.)
- Greet parents and children in a friendly and professional manner.
- Ensure children’s hands are washed.
- Ensure that the cleaning and sanitation procedures are followed.
- Administer first-aid (band-aid, ice for “boo-boos,” etc.)
- Complete daily Extended Day Sheets for each child that goes to EDP after noon dismissal.
- Engage with children and redirect children if needed.
- Develop a relationship with the parents, providing a means of communication that meets the needs of the parents.

Additional Responsibilities
- Pre-Planning Week: Prepare the classroom for the school year.
- Post-Planning Week: Prepare the classroom for any summer activities planned for the classroom.
- Complete Ages and Stages Questionnaire for each student in the fall and spring. Follow up with parents if developmental concerns need to be addressed.
- Keep website for parents current with news, information, and photos of the children.
- Prepare the End of the Year Book for each child.
- Work with co-teachers to develop curriculum.
- Serve on committees to assist in accreditations and re-accreditations.
● Attend faculty meetings, planning meetings, tech time, and additional called meetings as they arise.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Requirements
● Must be able to communicate with toddlers and co-workers effectively.

Physical Requirements
● Employee should be comfortable with prolonged sitting and standing.
● Employee should be able to lift and hold up to 50 lbs.
● Employee should be able to squat to a child’s height and maintain eye contact at a child’s level.
● Employee should be able to bend and reach from floor to waist several times throughout the day.
● Employee should be able to crawl around on the floor and interact with the children in their space.
● Employee should be able to do lifting and walking as needed.
● Employee should be able to go outside with the children, weather permitting. (Follow NAEYC guidelines)

General Requirements
The following is required for the teachers:
● Attend certain school functions as required by the administration (i.e., Open House)
● Support the school with words and actions on and off campus.
● Confidentiality is required concerning school matters.
● The teachers will be invited to attend certain professional development offerings and events.
● Teachers must be sensitive to events, situations, or conditions regarding students, their families, and coworkers. Information given in confidence must remain in confidence.
● Understand a toddler’s social/emotional, cognitive, physical and spiritual developmental needs.
● Demonstrate patience when interacting with children, parents, and co-workers.
● Must provide a loving, healthy, safe environment for the children.
● Must provide consistent guidance for the children.