MID MICHIGAN COMMUNITY ACTION AGENCY

1574 E. Washington Rd.

Farwell, MI 48622

*An Equal Opportunity Employer*

**ASSOCIATE TEACHER**

Department: Early Childhood Services

Responsible to: ECS Teacher Status: Hourly

**General Responsibilities:**

* Assist in the implementation of a developmentally appropriate program for eligible children following the curriculum and funding source guidelines in coordination with management staff.
* Ensure quality program service delivery.
* Protect the privacy of customers/families and hold in confidence all information obtained in the course of service.

**Specific Duties:**

* Assist in executing a developmentally appropriate curriculum, providing activities to meet required components of the Service Delivery Plan, enhancing the physical, intellectual, social and emotional growth of young children.
* Responsible to assure the safety and well-being of every child in care.
* Promote a team approach in program coordination with site staff, management staff, Policy Council and area school personnel.
* Must be able to actively engage young children in intentional learning.
* Fulfill the role of lead teacher as deemed necessary if the Teacher is unavailable.
* Must actively engage family involvement in the program, including child and family goal setting.
* Must observe and assess children’s learning and enter necessary data into applicable databases.
* Assist in creating and maintaining a developmentally appropriate and safe classroom environment.
* Be able to perform as an effective team member, and promote positive concepts in the classroom.
* Must participate in conducting two home visits and two parent teacher conferences annually.
* Assist in the distribution and collection of in-kind.
* Assist in analyzing child outcome data for use in daily planning and individualization.
* Accurately enter necessary data into Child Plus as required.
* Accurately complete required program documentation and record keeping in a neat and timely manner.
* Work effectively with Teaching Team, Regional Coordinator and Component Coordinators in meeting program and overall departmental monthly, quarterly and annual goals and objectives.
* Accurately complete required program documentation and record keeping in a neat and timely manner.
* Recruit families and promote agency programs within the community.
* Participate in personal and professional development activities, including staff meetings, conferences, training opportunities, as identified and approved by supervisors.
* Attend community events and meetings to support the agency programs; including evening and weekend events/meetings.
* All other duties as assigned.

**Education and Experience Qualifications:**

* Associate’s Degree in Early Childhood Education, or Child Development or a Child Development Associate Credential (CDA).
* Family Service Credential within 18 months of hire or the first session offered thereafter.
* Must complete 16 hours of annual training in addition to CPR, First Aid and Blood Borne Pathogen training.
* Demonstrated ability to work cooperatively and collaboratively.
* Demonstrated ability as a strength based leader.
* Demonstrated ability to present information to community groups.
* Knowledge of the Head Start Performance Standards, Head Start Act, Great Start Readiness Program Implementation Manual, and State Licensing Regulations.
* Teaching Strategies Gold, Creative Curriculum, and Child Plus preferred.
* Head Start/GSRP experience preferred.
* Knowledge of Creative Curriculum/Teaching Strategies Gold/Child Plus preferred.

**Additional Requirements:**

* Possess a solid knowledge base with respect to child development and family services and seek to expand knowledge at every opportunity.
* Complete additional certifications as required.
* Maintain confidentiality and code of ethics at all times.
* Must have Proficient Computer Skills. (Word, Excel, Outlook, Internet)
* Must have reliable transportation, a valid driver’s license, provide proof of insurance, and MMCAA’s “Insurance Carriers” driving record review.
* Successfully complete required background checks at time of hire and when requested.
* Shall provide written report by a physician stating their physical capability and freedom from communicable tuberculosis.
* Must have good communication and organizational skills, and be able to work effectively with people.
* Must be self-directed and able to multi-task in a fast paced environment.
* Must possess the ability to prioritize and complete tasks in order to deliver desired outcomes within allocated time frames.
* Must be willing to accept new challenges.
* The ability to navigate and effectively resolve conflict.
* Must comply with Agency tobacco free and drug free policies.
* Understand the importance of daily work attendance, and its impact on coworkers, clients, and the agency.
* Must be able to lift and carry a child weighing 45 pounds in an emergency situation.
* Must be physically capable of performing CPR (with appropriate training).
* Must be able to work at the same level as a preschool child –bend, sit on floor or child’s chair, squat.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.*

**EMPLOYEE ACKNOWLDGEMENT**

**I have read this job description and I understand that my performance will be evaluated on these standards as well as other duties appropriate to the role of Associate Teacher.**

Signature Date