

**Job Title:** Childcare Specialist / Teacher  
**Department:** Strategic Initiatives – Business / Workforce  
**Reports To:** Childcare Services Manager / Center  
**FLSA Status:** Non-Exempt  
**Reviewed:** 7/31/2022  
**Salary:** \$27,420 - \$31,327 (based on experience and education) STEP7

**FUNDING NOTICE: This a grant-funded position that will end on or around June 30, 2026.**

**COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.**

**WORKING CONDITIONS AND SCHEDULE: This position must be available to work day, evening, and weekend assignments as needed. The childcare specialist/teacher will be deemed essential and required to report during inclement weather.**

### **SUMMARY**

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties within the scope of this position may be assigned.

- Coordinate and implement educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards
- Lead by example; encourage teaching team success through modeling and coaching.
- Plan individual and group age-appropriate activities to actively engage children and encourage social, cognitive and emotional growth.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Ensure all center policies and state regulations are met.
- Ensure a healthy classroom environment - including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Supervise teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintain accurate records, forms and files.
- Performs other related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

None.

## **SAFETY RESPONSIBILITIES**

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

## **INFORMATION PRIVACY AND SECURITY**

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

## **EDUCATION and/or EXPERIENCE**

- Must be at least 21 years of age.
- Must meet state requirements for education and additional center/school requirements.
- Must clear full background check and must pass a health screening.
- Associate's Degree in early childhood education or related field of study with a minimum of 30 Credits in ECE. **Bachelor's Degree preferred.**
- The ability to meet state requirements for education and additional center requirements.
- Able to work indoors or outdoors and engage in physical activity with children.
- Experience with child development assessments.
- Must possess experience working with TANF and VIEW families.
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check and driving required for employment

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.
- MAT Training Certificate
- Infant/child CPR/ First Aide Certification
- Food Handlers Certificate
- Virginia Preservice Training
- Virginia Health & Safety Training

## **PHYSICAL DEMANDS**

Frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.

**LIMITED**  
A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.

## **RECEIPT OF JOB DESCRIPTION**

I have received, reviewed, and understood the PH3 Coach/Case Manager job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

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

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

Evaluation check-in periods: 90-day probation, December 2023, March 2023, June 2023, September 2023. (No guarantee of any additional financial compensation just an opportunity to discuss job performance)