

[INSERT ORGANIZATION'S NAME]
JOB DESCRIPTION – EARLY CHILDHOOD EDUCATOR

Job Title: Early Childhood Educator – *(Insert Center Name)*

Division/Department:

Reports to: [Name] Program Director

Department Director:

Supervises:

Key Relationships:

Internal:

External:

Location: *(Insert Center Name and Address)*

Age/Level:

Position Classification:

Hours per Week:

FLSA Exempt or Non-Exempt:

Job Summary:

The Early Childhood Educator collaborates closely with all other members of the program team to provide nurturing care and education to young children in a group setting, under the supervision of the Program Director, in accordance with the goals and curriculum plans of the center and the philosophy and policies of the Union, Conference and State.

Principle Duties & Scope of Responsibilities:

- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behavior management techniques
- Shares in the responsibility for planning, preparing and implementing stimulating, age-appropriate activities that encourage children's creativity and learning and promote each child's social, emotional, cognitive and physical development

- Participates fully and consistently as a conscientious team member in caring for the children and in the overall operation of the program and center; maintains regular and open communication with program team members and all other co-workers
- Establishes and maintains regular communication with parents
- Shares responsibility for maintaining program equipment in good repair; assists with toy/equipment disinfecting
- Engages in positive collaboration with the other programs and early childhood educators of the center in coordinating the effective use of equipment, facilities and personnel

Education and Training Required:

Minimum: Associates degree in Early Childhood Education or related field and at least 2 years experience.

Position Qualifications:

Physical Requirements:

- Attends to physical needs of children; instructs and assists in developing self-help skills such as washing, dressing, toileting, and eating, as necessary; attends to diapering needs; feeds children and ensures special dietary requirements are met; ensures children are clean, dry and dressed appropriately; oversees food for snacks.

Equipment to be Used and Operated:

Working Conditions:

Essential Job Functions:

- Responsible for the constant supervision, safety and wellbeing of the children
- Integrates the teachings and principles of the Seventh-day Adventist Church as well as the bible throughout the curriculum, the daily activities, instructional practices, and interactions

- Observes and records relevant information on each child's progress as required
- Attends and participates actively in all program/center, parental or other meetings as required
- Ensures the program operates at all times in compliance with all child care licensing standards
- Participates in ongoing professional development and attends/maintains all mandatory training
- Participates in the supervision, training and mentoring of students and supply teachers
- Performs other duties as may be assigned from time to time by the Center Director or her/his designate
- **Other essential job duties to be added here**

Mental/Emotional Requirements:

Safety Responsibilities:

- Participates in regular fire drills and other emergency procedures
- Shares responsibility for maintaining the play environments and storage areas in an organized and clutter-free condition
- Assists the Center Director in maintaining a safe and healthy work environment by promptly reporting any existing and/or potential workplace hazards

Additional Requirements:

EMPLOYEE ACKNOWLEDGMENT:

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department director.

Signature	Printed Name	Date
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REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

SAMPLE