



AVANCE PERSONNEL POSITION DESCRIPTION
Early Childhood Instructor

JOB TITLE: Early Childhood Instructor

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Non-Exempt- .50 FTE
SUPERVISOR LEVEL: NO
REPORTS TO: New Hope Baptist Church Supervisor of Children’s Services

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR’S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE’s mission, goals, and objectives for which I am responsible.

NEW HOPE BAPTIST CHURCH SUPERVISOR OF CHILDRENS SERVICES

DATE

SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position is responsible for providing stimulating learning experiences to children between birth and age 3. This position requires specialized knowledge and skills in early childhood development to properly address the cognitive, social, and emotional development needs of children between birth and age 3. This position requires coordinating with other service providers to meet the needs of the children and parents. This position may temporarily perform duties of other service providers of the program as needed.

ORGANIZATIONAL GOALS OR OBJECTIVES: By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES AND STANDARDS

JOB RESPONSIBILITIES:

1. Teaches, instructs and involves children in social language, cognitive development, and group activities such as reading, painting, art, singing, storytelling, music, etc.
 2. Assists children in developing social skills necessary to control behavior, cooperate, and work in group activities.
 3. Creates and establishes an attractive, safe, and functional physical environment to enhance and promote learning.
 4. Ensures a clean and safe working environment for staff and participants.
 5. Reports suspected abuse, neglect, medical conditions/illnesses to immediate supervisor.
 6. Establishes and maintains a warm, welcoming, and nurturing environment in the center.
 7. Participates in the preparation of programmatic special events.
 8. Maintains bulletin boards and prepares all materials required to make observations.
 9. Studies and carries forth program activities such as learning songs, nursery rhymes, storytelling, etc.
 10. Participates in staff development and training as required.
 11. Makes sure that all parents sign in their children on the child care attendance sheets.
 12. Provides supervisor with input of significant issues and problems related to the work environment as needed to improve quality, timeliness, and efficiency of work.
 13. Participates in and helps foster a team environment.
 14. Participates in special projects and initiatives and performs special assignments as requested.
 15. Assists in annual recruitment activities.
 16. Assists in maintaining and updating children's records as needed.
 17. Performs duties as requested by supervisor and attends staff meetings and staff development and training sessions.
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SECTION IV - KNOWLEDGE, SKILLS, AND ABILITIES

1. Keen observer, ability to pick up on body language, and culturally sensitive to social subtleties.
 2. Friendly, pleasant, easy-going personality that children and parents can feel comfortable with.
 3. Ability to follow daily, weekly, and monthly lesson plans and to develop related activities.
 4. Ability to work well with others in a team approach.
 5. Ability to follow regulations, practices, and procedures related to safety and childcare licensing standards.
 6. Ability to communicate effectively in English and Spanish, both orally and in writing.
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SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

A. Required:

1. Six months experience in a licensed childcare facility or in a public/private school early childhood facility unless candidate has completed an early childhood degree program where practicum(s) were required.

B. Preferred:

1. One year experience in a licensed childcare facility or in a public/private school early childhood facility unless candidate has completed an early childhood degree program where practicum(s) were required.

EDUCATION

A. Required:

1. An Associate's Degree in Early Childhood Education or a Bachelor's Degree in a related field with at least 18 hours of early childhood development completed.
2. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program.

B. Preferred:

1. Bachelor's Degree in Early Childhood Education.
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SECTION VI – OTHER SIGNIFICANT FACTS

1. Ability to perform light to moderate lifting: 20 –30 lbs.
 2. Must undergo a criminal background check.
 3. Activities take place in the center and occasional need for mobile services at schools or other community locations.
 4. Walking, standing, bending, and carrying of small and light objects.
 5. Guidelines include applicable AVANCE, local, state, and federal directives and standards. Staff will be directed in selecting, interpreting, and applying the most applicable guideline to a particular situation.
 6. Must have successfully completed CPR and First Aid Training.
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