

Infant Lead Teacher

Job Description

Department:	Education
Reports To:	Education Supervisor
Duration:	Year-round
Salary Range:	Non Exempt - \$19.70 - \$21.75

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Responsible for collaborating with the teaching team to provide a high quality, multicultural, inclusive educational experience to prepare all children and families for life and school.
- Is adaptive to changing requirements within the field of early childhood education; is a problem-solver who modifies the classroom to meet the needs of each child; and is flexible to adjust to Denise Louie's fast-paced environment.
- Opportunity to demonstrate motivation by seeking out new opportunities to improve and enhance the program in alignment with DLEC's philosophy of education. Takes the initiative to identify and address opportunities for professional development.
- Opportunity to display excellent communication skills by articulating ideas and opinions in a clear, concise and persuasive manner to families, children, and staff. Is positive, open to receive and provide constructive feedback, and provides accurate information to families regarding their child's development.
- Opportunity to demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges.
- Opportunity to display respect by communicating with children, staff, families, and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives, support children on their individual growth plans, and manage behavior with positive guidance techniques.
- Opportunity to display passion for the community served, the mission and values of Denise Louie. Will work with heart and dedication to support children in reaching their highest potential.
- Demonstrated ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.
- Proactively seek opportunities to learn, develop new skill-sets, and stay current within the changing landscape of early childhood education. Encourage a love of learning in students by providing a hands-on learning environment that mirrors best practice.

Skills, Competencies and Experiences

- AA degree in Early Childhood Education (ECE), Childhood Development Associate (CDA), or related field. BA in Early Childhood Education or related field strongly preferred
- Previous work or volunteer experience working with 0-3 year old children
- Able to lift and potentially carry a child weighing up to 50 pounds
- Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time
- Able to stand, walk and sit on child sized chairs throughout the day
- Able to communicate in English verbally and in writing
- Bilingual in a language spoken by DLEC parents (Spanish, Amharic, Cantonese, Vietnamese, Tigrinya, and Arabic Preferred.
- Certification in: Childcare Basics (STARS 30 Hours), First Aid/CPR, Bloodborne Pathogens, Food Worker Card, Infant Safe Sleep (or must be able to obtain within 90 days of hire)

Accountabilities

- Plan and implement weekly lesson plans aligned with DLEC's curriculum. Individualized lessons based on information from screenings, child interests, family culture, data on child growth, and IEPs.
- Complete child observations and checkpoint data to assess child growth and development to create individualized child goals.
- Manage children's behavior using positive guidance techniques and Handle with Care plans.
- Maintain a nurturing, safe, and clean classroom environment through effective supervision, developmentally appropriate practices that allows learning through curiosity, experimentation, play and implementation of individualized plans.
- Promote the involvement of parents in the program by encouraging parents to volunteer in the classroom, providing at-home learning activities, communicating child progress/concerns to families, and partnering with families so they take an active role in their child's education
- Weekly participation in team meetings to ensure high-quality services and to provide guidance and direction to teaching assistants, substitute teachers and volunteers.
- Adhere to all city, state, federal, OSPI and Head Start/Step Ahead requirements relating to program operation.
- Maintain an organized environment to complete Child Plus documentation, monthly reports, incident and accident reports, attendance, and record keeping in a timely manner.
- Be knowledgeable about and adhere to all DLEC policies and procedures.
- Collaborate with education staff and mental health consultant to proactively address any child or family concerns, escalating concerns to the appropriate person and implement individualized accommodation plans and outlined preventative measures.
- Participate in professional development opportunities such as: coaching sessions, supervision meetings, education department trainings/meetings, all staff meetings, community trainings and other self or agency identified trainings.
- Complete all developmental screenings and assessments within deadlines. Follow DLEC referral process as needed. Participate in I.E.P. evaluation meetings.
- Assist in the completion of all health and dental screenings to meet the 45/90 day requirements and second screening requirements.
- Prepare and conduct home visits and conferences in a manner that provides individualized information and gets parent input for the curriculum.
- Implement individual child diaper or toileting plan.
- Lead the planning and execution of the end of year celebration, center meeting and parent training/classroom meetings.
- Maintain children's file documents in a secure, organized system for easy reference by all team members. Clearly document all uses of Handle with Care interventions.
- Maintain and update a lead substitute lesson plan and classroom orientation.
- Oversee the classroom operation and ordering of supplies within the classroom budget.
- Assist with general maintenance, organization, and security of the facility.
- Other duties as assigned.