



Early Childhood Lead Teacher

Early Childhood Council of the San Luis Valley is partnering with Illuminate Colorado to bring Illuminating Child Care to the San Luis Valley and is **seeking two Early Childhood Lead Teachers for our mobile child care classroom serving infants and toddlers** onsite where parents are getting the support that they need to strengthen their families.

Position Overview:

The Early Childhood Lead Teachers will be hired to plan, organize, implement, and deliver an infant and toddler program curriculum to enrolled children's individual and group's educational, intellectual, physical, social, and emotional needs.

These positions will manage a mobile child care classroom for children whose parents are working to address complex issues impacting their family, like mental health concerns, substance use disorders, or employment challenges; and ensure that the mobile classroom remains in compliance with the State of Colorado Child Care Licensing standards.

Position performs classroom, administrative, mobile unit management duties to support the mobile child care classrooms. Early Childhood Lead Teachers must have flexibility to work a schedule including evenings and weekends. Salary Range: \$40,000 – \$43,000 (based on education & relevant experience), IRA Contribution up to 3% Match, No Health Benefit available at this time. Anticipated start date June 1, 2021.

Classroom Management Duties:

- Responsible for following the State of Colorado Child Care Licensing/ Regulations to ensure that the classroom environment is safe and meets all requirements.
- Implements an infant/toddler/preschool, program based on individual children's intellectual, physical, social and emotional needs and strengths:
- Develops written plans, with the classroom team, for daily activities based on children's needs and interests which stimulate learning in all developmental areas (physical, social, emotional, and intellectual) for a class of 5 children which may include children with disabilities.
- Organizes classroom materials and equipment to provide a safe, supportive age appropriate environment for children.
- Warmly greets each child and parent as they arrive to ensure that all parents feel welcome in the classroom.
- Be considerate and culturally sensitive to the families and children being served.
- Maintains a healthy work environment with staff and children through a strength-based lens of positive communication; acknowledging, recognizing and accepting all children and their families.

- Communicates with the Early Childhood Mental Health Consultation Manager to ensure that necessary classroom materials are ordered and arrive on time.
- Plans and participates in the preparation, setup, and clean-up of foods for infants and toddlers.
- Provide clear and consistent expectations for the children's behavior.
- Encourage children's independence and trust they can do age appropriate tasks themselves.
- Assess children's social emotional skills using the appropriate tool within 2 weeks of a child's enrollment.

Administrative Duties:

- Prepares, submits, monitors and tracks internal and external reports/documents in accordance with Illuminate Colorado's Illuminating Child Care program needs.
- Responsible for enrolling families for child care services in the mobile unit.
- Demonstrates responsible professional behavior by participating effectively within and across teams, i.e. emails, effective communication using skilled dialogue, etc.
- Works effectively with Family Support team to ensure smooth program operations.

Mobile Classroom Duties:

- Drive the RV mobile classroom to local treatment centers and return the unit to the garage at the end of the day.
- Using the Daily Vehicle Safety Checks complete an inspection and sign off that the unit is ready for travel and the day's activities.
- Prepare the mobile classroom for the day by opening the slides, setting materials out, completing safety checks prior to children's arrival.
- Prepare the mobile classroom for departure by cleaning all materials, putting all loose materials away, bringing the slides in and doing a final check prior to departure.
- Responsible for ensuring that the mobile classroom is disinfected and sanitized between sessions and at the end of the day.
- Prepare the mobile classroom for the following day by emptying the gray and black water tanks, filling the fresh water tank, filling the unit with diesel fuel etc.

Physical Requirements:

- Conduct activities involving stooping, kneeling, bending, crouching, crawling, twisting, and reaching on a frequent basis and substantial standing and walking, and moderate sitting.
- Sit on the floor or crouch at a child's level. Lift a child weighing up to 50 pounds. Lift, carry, push, and/or pull a burden weighing up to 25 pounds.
- Grasp and manipulate office and art equipment and similar other tools and materials.
- Work with hands above shoulder height with a weight up to 5 pounds.
- Work with arms extended at shoulder height with a weight up to 20 pounds.
- Respond to unanticipated situations involving activities of young children ranging in age from birth to three years of age.

Preferred Qualification Requirements:

- BA in Early Childhood Education or BA plus 36 ECE Credit required
- CDHS Center Director Certificate or a Level 4 Professional Credential 2.0 or able to obtain within 3 months of hire
- Must meet or be willing to work towards obtaining the Colorado Child Care Infant Nursery Supervisor requirements (ECE 111 and ECE 112; Expanding Quality in Infant Toddler Care; or Child Development Associate)
- Bilingual in English/Spanish preferred
- Valid Driver's License required

- Must pass CBI, FBI and Trails background check, post-employment medical examination and drug screen.
- Experience working in Head Start or Early Head Start program preferred.

In addition, the following are essential qualifications:

- Enthusiastic leader and team member with positive attitude.
- Exceptional oral and written communication skills – ability to understand intermediate written materials and compose information/instruction in written form.
- Effective interpersonal skills to support ongoing interaction with other employees, the general public, and children and parents within the community.
- Effective organizational, time management and multitasking skills.
- Excellent judgment as well as problem solving/decision making abilities.
- Remain calm and calm others in an emergency, stressful and/or confrontational situation.
- Identify conflict and take the steps necessary to resolve the issues or involve others to resolve the issues.
- Work well with other people taking into consideration, among the dynamics, their needs, their personal style, and the requirements of their jobs.
- Proficiency with Microsoft Office applications.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply:

Please submit a resume & letter of interest via email to outreach@eccslv.org.