

## Early Learning Childhood Teacher

### Summary/objective:

The Warren Village Learning Center serves children ages 6 weeks to 10 years old in a comprehensive, high quality early learning environment. The Learning Center is a Colorado Shines 4 Star recognized Center. Our teaching teams are dedicated to providing a supportive and nurturing learning environment that helps foster the development of the whole child. Warren Village places a strong emphasis on teacher training and application of Conscious Discipline®, an innovative social-emotional learning and classroom management program designed to give teachers the discipline skills they need to address the emotional and behavioral issues of children.

**Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.**

### Essential Functions and Responsibilities:

- Maintain compliance with regulatory agencies
  - Knowledge about of the Colorado Department of Human Services Licensing Regulations, the Colorado Department of Public Health and Environment Regulations and the Denver Fire Department Regulations that govern child care facilities
- Development of professional techniques and skills that promote quality early childhood education
  - Demonstrate an understanding of child development
  - Attend and participate in classes, workshops and in services to enhance your ability to work with children and to gain information about current best practice in early childhood education.
  - Updating professional credentials in the PDIS system, as needed.
  - Develop, plan and implement developmentally appropriate social, emotional, cognitive, physical activities that promote a child's development and support their interests.
  - Develop, implement and post weekly lesson plans
  - Complete individual assessments (ESI, TSG, DECA) and develop individualized lesson plans and differentiate instruction when needed
- Develop and maintain cooperative and respectful relationships
  - Develop positive relationships with parents and families
  - Conduct parent/teacher conferences twice per school year at minimum, and as needed.
  - Conduct home visits twice per school year.
  - Report child's progress daily to parents.
  - Develop and establish supportive relationships with children that include frequent nurturing interactions.
  - Supervise children at all times by sight and sound
  - Conduct regular and consistent head counts to maintain adult/child ratios
  - Confirm the identity of any person picking up a child and ask for Pick Up Pass before any child is released to any person other than the enrolling adult
- Maintain complete and accurate records
  - Keep accurate Daily Attendance Sheets, and Record of Meals (ROMS) Food Sheets.

- Complete an Accident/Incident report for any child receiving any type of injury while in the care of the Learning Center. The form must be shared with parent during pick up time.
- Complete Field Trip paperwork and parent permissions according to program procedures
- Maintain classroom and general building appearance
  - Request and follow up regarding necessary repairs for classrooms, child bathrooms, and playground
  - Practice appropriate sanitation and disinfecting procedures for classroom materials and equipment i.e. mats, tables etc.
  - Maintain a high level of cleanliness, order, and professional appearance in the classroom
- Attend bi-weekly collaboration meetings with external agencies, as needed.

Other duties as assigned.

**Competencies:**

- Work cooperatively with other staff members.
- Ability to communicate effectively with residents, staff, volunteers and other community representatives.
- Employee must be able to work the occasional weekend or evening when requested.
- Experience with the Teaching Strategies Gold assessment system, the Creative Curriculum, and familiarity with the Conscious Discipline Model, preferred.
- Must be committed to Warren Village's mission and culture.

**Minimum Qualifications:**

- ECT qualified
- Associate's degree or equivalent credits in ECE, Elementary Education, Special Education, Family and Child Development or Child Psychology
- One or more years of experience working with children.

**Preferred or related Qualifications:**

- Bachelor's degree in ECE or related field
- 2 or more years of classroom experience in specific age classroom
- Bilingual and/or experience with culturally diverse people a plus.

**Additional eligibility requirements (Certifications, Licenses, etc.):**

- TB test clearance
- First Aid certification

**Work Environment:**

The working environment is typically that of classroom using computer and chalkboard, desk and other educational tools, year-round. The ECE Teacher may be exposed to sick or sometimes contagious/ill children and must therefore be conscious of ensuring the health and safety of the kids, their parents, school personnel and themselves. The childcare facility is licensed for 111 children. This position frequently communicates with staff and children. Must be able to exchange accurate information in these situations. Work may involve moderate exposure to unusual elements, such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

**Physical Demands:**

The person in this position needs to occasionally lift up to 40 pounds. Frequently bending, standing, crouching. Activities are completed within the building and outdoors.

**Salary & Benefits:** \$24.05 – \$29.25 per hour DOE.

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

**\$700 sign on bonus after 90 days of employment.**

**To Apply:** Interested candidates should submit the following items (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: **EC Teacher\***. This position will be posted until the latter of February 5, 2024 or until a qualified candidate is hired.

1. Resume
2. Cover letter\*

\*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in cover letter.

***Only applicants selected for an interview will be contacted.***

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*