

Early Learning Teacher II

Posting Details

Position Title	Early Learning Teacher II
Job Summary	In cooperation with other Teaching Team Members, the Early Learning Co-Lead Teacher is responsible for: providing high-quality education and care for children attending the Center, for working cooperatively with families, for supervising and working cooperatively with other staff members, and for assisting in the overall operation of the Kishwaukee College Early Learning Center.
Required Knowledge, Skills, and Abilities	
Required Qualifications	<ul style="list-style-type: none"> • An Associate's Degree in Early Childhood Education or Child development with a minimum of 18 credit hours in course work directly related to young children birth to six-years. • Must be at least 21 years of age. • Must have, or be qualified and willing to earn, a Level 4 Early Childhood Credential from the Illinois Network of Child Care Resource and Referral Agencies (INCCRRA). • Must meet all DCFS licensing requirements for early childhood teachers. • Must be knowledgeable and skillful in the areas of: early childhood education, child development, developmentally appropriate practices, classroom management, program quality, and effective child guidance and discipline. • Must be able to meet the strength and mobility challenges required in caring for young children. Must be able to move around classrooms and playground frequently and easily, lift and carry children, and move classroom furniture and equipment. • Must be able to develop positive and supportive relationships with young children, parents, and other Teaching Team members. Must demonstrate respect for children and adults from diverse backgrounds (religious, cultural, social, economic, ability, racial, linguistic, etc.). • Must have a strong understanding of and commitment to the role of play in early education. • Must be able to provide effective leadership, training, and supervision to other Teaching Team members. • Must be able to communicate clearly through writing and speaking. • Must be willing to follow Early Learning Center philosophies, methods, processes, and procedures including, but not limited to: curriculum planning, child guidance and discipline, and adult-child interaction techniques. Read, understand, and implement all written policies and expectations found in the Center's Professional Staff Handbook, Teacher's Aide Handbook, and Family Handbook. • Must be willing to abide by all Department of Children and Family Services licensing regulations. • Must be currently certified or willing to attain certification in Pediatric CPR/AED and First Aid and maintain such certification. Administering when necessary. • Must be willing to complete a medical exam, a background check through Kishwaukee College and DCFS, be finger printed, be able to provide Three Letters of Reference, submit official College Transcripts, and complete the Acknowledgement of Mandated Reporter.
Preferred Qualifications	•Knowledge of ExceleRate Illinois and national Accreditation systems, while not required, is preferred.
Physical Demands	The Kishwaukee College Early Learning Center provides childcare services to approximately 30-60 children per semester. Busy activity, noise, regular physical movement, and multiple teacher responsibilities characterize the classroom and playground environments. The Early Learning Teacher is expected to meet these conditions while remaining calm in tense situations, maintaining control of situations, demonstrating patience, and actively working to prevent and resolve problems.
EOE Statement	Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.
Position Status	Part Time
Hours per Week	36
Weeks per Year	52
Budgeted Hours per Year	1872
Temporary Position - Begin Date	

**Temporary Positions -
End Date****Type of Position** PT Benefited-Staff**Hiring Salary Range
Requested** \$28,080.00+**Support Staff Pay Band (if
applicable)****Support Staff Pay Range
(if applicable)****Posting Number** S146P**Number of Vacancies** 1**Job Open Date** 08/23/2021**Job Close Date****Open Until Filled** No**Special Instructions
Summary****Advertising Summary** Internal Posting for Position, College Website**Posting Link** <https://kish.peopleadmin.com/postings/2457>

Illustrative Examples of Essential Functions

Job Duty Name**Description of Job Duty**

The following “Essential Position Functions” are the responsibility of the Early Learning Co-Lead Teacher. As a classroom leader, the effective Early Learning Teacher will appropriately share responsibilities with other Teaching Team members. The Early Learning Teacher will lead others through modeling, mentoring, encouraging, teaching, delegating, and providing feedback.

Curriculum and Teaching

1. Design, implement, and evaluate a developmentally appropriate, child-centered, and play-based curriculum in accordance with the Center’s approaches to teaching and learning. Customizing to meet the individual needs and abilities of each child. Complete weekly lesson plans with appropriate learning experiences. Plan and facilitate group times with a variety of experiences.
2. Design, arrange, maintain, and refresh an orderly, attractive, and supportive learning environment that meets the high-quality practices as stated in ExceleRate Illinois and NAC.
3. Actively observe and participate in children’s play. Using observations to assist in completing child assessments and building a portfolio for each child.

Guidance of Young Children

1. Develop loving and supportive relationships with children enrolled at the Center. Interact frequently with children and actively seek meaningful conversations with children.
2. Establish and enforce clear behavioral guidelines and limits. Using positive guidance techniques to redirect behaviors and achieve desired behaviors.
3. In times when children do not follow established guidelines, use KCELC approved guidance approaches including providing explanations, modeling appropriate behavior, using natural and logical consequences, and redirection. “Time-outs” are not used at the Center.

Family Relationships and Communication

1. Establish respectful and professional relationships with families through appropriate daily conversation. Warmly greet parents/guardians and children by name to help them feel welcome at the Center.
2. Assist in acquainting families new to the Center through New Family Orientations
3. Participate in planning and hosting Family Nights.
4. Encourage parent participation at the Center.
5. Conduct parent-teacher conferences each semester and as needed or requested.
6. Write monthly articles for the Kish Notes Newsletter to share classroom happenings with parents.

Early Childhood Center Support Functions

1. Cooperate with other staff members in the organization and maintenance of the Center's common areas.
2. Assist in the short- and long-term planning for the Center. Assist in implementing program improvements.
3. Participate in center-wide continuous improvement efforts.
4. Plan snack menus and purchase necessary groceries as assigned.
5. Assist Director in selecting equipment and supplies needed for program operation.
6. Perform other tasks and responsibilities as assigned by the Early Learning Center Director.

Professional Attitudes and Responsibilities

1. Remain flexible in classroom assignments and work schedules. All Teaching Team members must be willing and able to teach children one through five years of age. Have good attendance and punctuality.
2. Participate in a minimum of twenty (20) hours of approved trainings and conferences each year. Along with other required trainings. Taking the initiative to learn new teaching concepts and integrate them into the classroom.
3. Attend and contribute to staff meetings.
4. Represent the Center well through professional attitude and behavior. Nothing shall be done to diminish the Center's reputation to the public, to the College, or any other person or group.
5. Maintain privacy and confidentiality of all issues related to KCELC, its staff, and families.
6. Uphold strong ethical standards outlined in the KCELC Statement of Commitment, handbooks and NAEYC Code of Ethical Conduct.
7. Participate in performance evaluation processes.

Early Childhood Education Curriculum Support Functions

1. The Early Learning Center serves as the learning lab for KC students enrolled in the Early Childhood Education curriculum. All Center employees are expected to support student learning by:
 - a. Consistently presenting a high-quality early childhood learning environment where students will observe quality practices in action;
 - b. Coaching, mentoring, and providing regular and meaningful feedback to students;
 - c. Having a positive attitude toward students and the Center's role in supporting the Early Childhood Education curriculum.
 - d. Communicating appropriately and positively with Early Childhood Education faculty members.

Essential Duty? Yes

Percentage Of Time 100

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Transcripts

Optional Documents

1. Letter of Recommendation
2. Curriculum Vitae