



## Albuquerque Christian School Job Description

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<b>TITLE:</b>	Early Education Teacher–Infants (6 weeks to 18 months)
<b>DEPARTMENT:</b>	Preschool
<b>REPORTS TO:</b>	Early Education Director
<b>STATUS:</b>	Full Time

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### POSITION SUMMARY:

The teacher is responsible for caring for our littlest children. With a focus on the child's emotional and social growth, the teacher will be actively engaged with our babies tending to their feeding, diapering, playing, sleeping, and other daily needs. The teacher will track and communicate daily activities with families. The teacher will help create a warm and inviting environment with centers and visuals to help the children in their earliest years.

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### PHYSICAL REQUIREMENTS:

The Teacher position requires intermittent physical activity including standing, walking, bending, kneeling, stooping, crouching and lifting of up to 40lbs on occasion. Must be able to talk, hear, stand, sit, and/or walk for extended periods of time. Must possess normal manual dexterity and eye-hand coordination.

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### QUALIFICATIONS:

He/she Must have a demonstrable Christian faith and a personal relationship with Jesus Christ as Lord and Savior and must be eager to share Jesus with even our littlest of children.

The teacher must have taken the 45 hour entry level course or an approved three-credit early care and education course (or be willing to do so within six months of employment). Be available to obtain at least 24 hours of training each year. He/she must hold or be able to obtain ACSI Certification in Early Education (ACS will assist with this process).

Experience in instructing students in a classroom setting is preferred. Classroom management, best practices and strategies, as well as the understanding of diverse student learning styles and needs is required.

Must have excellent planning skills, be highly organized and detail oriented, able to manage multiple projects simultaneously and able to adapt to changing environments and priorities. Must be a self-starter with the ability to work productively and meet benchmarks and goals in a timely fashion. Strong interpersonal, organizational, facilitation and management skills are required.

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## **ESSENTIAL FUNCTIONS and RESPONSIBILITIES**

- Guiding babies and infants through an education/development program.
- Thinking on their feet and responding to each child's needs efficiently.
- Displaying a patient and calm personality coupled with a loving approach to every child.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the principal and department head to ensure that guidelines (ECECD and ACS guidelines) are adhered to.
- Keeping a diary of the day's events for parents
- Reporting accidents, illness, and unusual behavior of children to the principal, head of department, and parents.
- Ensuring close communication with parents throughout the day should the need arise.
- Develop, plan, prepare and implement course content, format, structure and schedule.
- Create and maintain classroom curriculum, lesson plans and learning activities.
- Create a classroom environment which maximizes learning opportunities.
- Supervise the behavior and well-being of students and administer guidance when appropriate.
- Maintain professional and effective relationships with all school staff, board members, and families.

### **SKILLS:**

- Skilled at oral and written communication.
- Skilled at basic math.
- Proficient at personal computer and keyboarding.
- Skilled at customer service including attentive and active listening with all staff, students, parents/guardians and community members.
- Skilled at critical thinking and problem solving.

### **KNOWLEDGE:**

- Knowledge of the rules and regulations set forth by the New Mexico Board of Education and ACSI Practices in Christian Schools.
- Knowledge of mandated reporting of child abuse and neglect.

### **ABILITIES:**

- Able to recognize child abuse and child neglect signs and symptoms.
- Able to maintain confidentiality in all aspects of the job.
- Able to manage multiple priorities and multi-task with frequent interruptions.

- Able to diffuse and manage stressful situations.
- Able to work in a team environment and work effectively with other departments to accomplish goals.
- Able to work independently with little or no supervision.

**OTHER:**

- All other duties designated.

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this position.

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**Acknowledgement:**

I have read and understood the above job description. I agree to adhere to the above requirements and responsibilities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_