

Chesapeake Conference of Seventh-day Adventists

Job Description

Early Childhood Education

Job Summary

Maintain a safe, stimulating, Christian environment for young children. Work in a family-centered program and center your duties on the needs of the families.

Essential Job Functions, shall include, but not limited to the following

- Assist in the creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of students with an emphasis on language development and emergent literacy skills
- Perform duties as planned under the leadership of the Early Childhood Specialist
- Assist in the screening and preparation of children to fully participate in program services
- Implement the curriculum that is planned by the Early Childhood Specialist to be based on scientifically based reading research
- Interact with the children in a way which conveys respect and nurturing
- Support the social and emotional development of children
- It will be the child care provider's responsibility to play with children; this will often mean getting down on the floor to interact with them
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Assist in the selection of books, equipment, and other instructional materials appropriate for the early childhood program
- Maintain attendance records of children participating in the Early Childhood Program
- Attend to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands
- Maintain a safe environment based on safety standards set by the program
- Help other staff in preparing meals for children as required
- Assist in the cleaning and straightening of the child care rooms at the end of the day, as well as putting away any outside equipment
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
- Assist in the development and facilitation of interactive parent and child literacy activities
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program
- Continue professional development through attending workshops, conferences, and other staff development
- Demonstrate behavior that is professional, ethical, and responsible
- Perform other duties and responsibilities as assigned by the Early Childhood Specialist
- Models spiritual maturity in leading children towards Christ and spiritual growth

Education/Experience/Credentials

- Minimum: High School Diploma
- Preferred: Completion of at least two years of study at an institution of higher education; OR Associates Degree; OR Successful completion of the formal State or local academic assessment for paraprofessionals

Knowledge and Skills

- Experience working in an early childhood setting
- Must be flexible and adaptable to meet the needs of the children and program

Mental/Physical Requirements

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

Ability to routinely lift children, move furniture in an early childhood classroom and sustain long hours of active work.