



EL CAMPITO CHILD DEVELOPMENT CENTER  
**EL CAMPITO**  
CENTRO DE EDUCACION PREESCOLAR

El Campito Inc. • 1024 Thomas Street South Bend, IN 46601 • P: 574-232-0220 • F: 574-232-7662 • [www.elcampito.org](http://www.elcampito.org)

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POSITION TITLE: School Age Teacher

PROGRAM: El Campito Child Development Center

SUPERVISOR: Director of Programs and Operations

LOCATION: El Campito Child Development Center

1024 Thomas Street, South Bend, Indiana 46601

**SUMMARY:** Provides a comfortable, secure, developmentally appropriate environment for children aged 5-12 years. This position can be for before and after school as well as during breaks such as spring break and summer break.

**QUALIFICATIONS:**

- Must meet federal and state health and safety requirements including a national criminal history check
- Successful completion of physical exam and negative TB and drug screenings
- Must be able to lift a minimum of 45 pounds
- Be able to occasionally work flexible hours
- Possess a strong, team-centered work ethic and be prompt to work each day
- Maintain Universal Precautions, First Aid, and Adult and Infant/Child CPR training
- Have, at minimum, a high-school diploma or equivalent

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Summary*

- Maintain compliance with and enforcement of El Campito Child Development Center policies and procedures, including state licensing, NAEYC, and Paths to Quality requirements
- Adhere to El Campito's confidentiality policy at all times
- Provide appropriate direction, training, and instruction to floating teachers
- Make necessary referrals and recommendations to the Director
- Submit necessary records including CACFP, attendance, behavior, and accident reports to Director or other personnel as required
- Communicate professionally at all times with parents and other staff members both verbally and in writing
- Collaborate productively with co-teachers



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- Adhere to staff-child ratios at all times in accordance to state licensing regulations
- Maintain accurate records on each child
- Demonstrate basic computer skills

*Teaching:*

- Facilitate positive social behavior in the classrooms and community settings
- Implement age-appropriate classroom management strategies using positive guidance techniques
- Display children's projects and artwork with dictation to extend and enhance learning
- Assure that children and adults feel welcome when they visit the program
- Write daily lesson plans during breaks that include:
  - Activities designed to help children develop reasoning and problem-solving skills
  - Lessons based on the developmental needs of each child
  - Learning Loss Prevention
- Provide child-centered educational activities within and outside the classroom
- Offer children opportunities to learn and develop through exploration and play
- Work with individual and small groups of children on specific skills
- Organize learning areas with age-appropriate materials and activities that meet the emotional, social, cultural, intellectual, and physical developmental needs of all the children in the classroom
- Create and implement a consistent daily schedule

*Maintaining Health, Safety, and Nutrition Standards:*

- Assist with the maintenance of a clean, healthy, safe learning environment.
- Monitor children during meals, snacks, rest time, free time, field trips, and transitional times



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- Serve breakfast, lunch, and/or snacks in accordance with CACFP and licensing health, safety, and nutrition guidelines
- Provide a developmentally appropriate classroom environment that is accessible to children with varied developmental needs
- Provide constant supervision of all children through both sight and sound
- Maintain all classroom and outdoor equipment

*Building Relationships with Families and the Community*

- Plan and participate in Family Activity Nights
- Cultivate and maintain positive relationships with El Campito Child Development Center program participants, staff, and the community
- Reflect El Campito Child Development Center in a positive manner in the community.