



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

POSITION TITLE: Co-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, birth through age five years, based on the program standards established by the National Association for the Education of Young Children for high-quality programs.

EDUCATION:

One of the following:

- A current Child Development Associate (CDA)
- A Bachelors of Arts or Science degree in Early Childhood Education or Elementary Education with a pre k-3rd grade licensure from an accredited college or university.
- A Bachelors of Arts or Science degree from an accredited college or university that includes 15 credit hours in college-level courses with content relating to the needs, skills, development, or teaching methods of children 6 years of age or younger from an accredited college or university
- A two year associate degree in early childhood education from an accredited college or university.

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

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
- Ensure all NAEYC classroom portfolios are accurate and meet accreditation standards
- 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 during classroom day and daily planning sessions
- Adhere to staff-child ratios at all times in accordance to state licensing regulations
- Maintain accurate records on each child including but not limited to attendance, assessments and observations
- Demonstrate basic computer 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 based on the HighScope curriculum and the Foundations to the Indiana Academic Standards for Young Children to include:
 - Activities designed to help children develop reasoning and problem solving skills
 - Lessons based on the developmental needs of each child
- Incorporate developmentally appropriate strategies to promote literacy
- 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 that incorporates both small and large group activities both within and outside the classroom for multi-ethnic groups of children

Assessing Child Development:

- Use a combination of COR Advantage, observation, and informal assessment results to improve the program and plan group and individual activities
- Submit quarterly COR reports on time

Maintaining Health, Safety and Nutrition Standards:

- Assist with the maintenance of a clean, healthy, safe learning environment.
- Monitor children during meals, snacks, naps, free time, field trips and transitional times
- Serve breakfast, lunch, and/or snacks in accordance of CACFP and licensing health, safety, and nutrition guideline
- 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

- Participate in parent/teacher conferences twice per year providing information about progress using COR Advantage
- Provide information to parents through Daily News and Notes, newsletters, and flyers
- Plan and participate in Family Activity Nights
- Cultivate and maintain positive relationships with El Campito Child Development Center program participants, staff and the community
- Develop relationships with community professionals to further El Campito Child Development Center's capacity to meet the needs of the children and families
- Reflect El Campito Child Development Center in a positive manner in the community.