

## **Early Childhood Education Teacher and Teacher's Aide JOB DESCRIPTION**

### **Job Tasks**

- Care for children in a school setting using a Montessori Curriculum.
- Discipline children positively and appropriately and follow the Texas Discipline and Guidance Policy.
- Recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Dress children and change diapers.
- Place or hoist children onto changing tables. **Ability to lift children weighing between 10-30 lbs is a must.**
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Observe and monitor children's play activities.
- Organize and participate in outside activities, such as games, gardening, outside play.
- Organize and store toys and materials to ensure order in activity areas.
- Sanitize toys and play equipment.
- Perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens.
- Keep classroom neat in appearance by mopping, sweeping, or vacuuming when necessary. (maintenance not janitorial)
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Sterilize bottles and prepare formulas.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Accompany children to and from school (LLP), and on field trips.
- Help children with homework and schoolwork. (LLP)
- Wheel handicapped children to classes or other areas of facility, secure in equipment, such as chairs and slings.
- Identify signs of emotional or developmental problems in children and bring them to Center Director's attention.
- Keep current on best practice by reading available Montessori, NAEYC, NCEA materials available for teachers to check out.
- Follow the NAEYC Code of Ethical Conduct
- Attend evening staff meetings (non-paid) to receive required 24 hours of CPE training. If you cannot attend staff meeting you will be responsible in finding and attending and or paying for outside training.
- Attend bi-yearly meeting
- New staff is required to have 8 hours of pre-service training and an additional 16 hours of training in the first 90 days if employee does not come in with education classes.

### **Lead Teacher responsibilities:**

- Develop and follow individualized lesson plans for children using Montessori Express. Post lesson plans monthly.
- Write and post outside lesson plans. Write and post outside lesson plans. Give information of activities to Assistant teachers to follow when Lead Teacher is not present.
- Assess children 3 times a year using Teaching Strategies Gold.
- Take the required Gold training online and provide us with the certificate.

- Keep NAEYC digital portfolios using Portfolio my Day.
- Follow all necessary NAEYC criteria and standards.
- Write and email monthly a newsletter.
- Attend weekly NAEYC lunch meeting when scheduled.

### **Required Knowledge:**

Psychology -- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

### **Skills Required:**

Social Perceptiveness -- Being aware of others' reactions and understanding why they react as they do.

Speaking -- Talking to others to convey information effectively.

Service Orientation -- Actively looking for ways to help people.

Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Instructing -- Teaching others how to do something.

Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Learning Strategies -- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

### **Abilities Required:**

Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.

Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem. To speak calmly and rationally to parents and coworkers.

Speech Clarity -- The ability to speak clearly so others can understand you.

Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Written Comprehension -- The ability to read and understand information and ideas presented in writing.

### **Job Activities:**

Assisting and Caring for Others -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers and children .

Performing General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Handling and Moving Objects -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Monitor Processes, Materials, or Surroundings -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

- Able to work unsupervised
- Able to work with young children
- Have patience, maturity, and willingness to accept responsibility.
- Be reliable and flexible!

The Christ the King ECDC will be open from 7:30 AM to 6:00 PM each day, only closed for the major holidays. College students who have an Early Childhood background or Elementary Education Majors are a plus. We can work with class schedules. We can be flexible with scheduling. Benefits are available for fulltime employees.

Contact Katie Huey [ecdchrsittheking@gmail.com](mailto:ecdchrsittheking@gmail.com)  
(806)771-2077 Leave a message I will return your call.