

## **Colorado Mountain College Position Description**

Title: Early Childhood Teacher, Part-time Maximum 28 hours per week  
FLSA Classification: Non – Exempt (Hourly)  
Hiring Rate: \$19.85 per hour

### Primary Responsibility

Under the supervision of the Preschool Director, the Early Childhood Teacher is responsible for the day-to-day operation of assigned classroom(s), coordination of curriculum planning and implementation, and the documentation of assigned children's developmental progress. The incumbent must also appropriately address or coordinate with the center director/management any relevant information or issues concerning or related to children and their parents/guardians.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient to meet the rigors of the position, such as a Bachelor's Degree from an accredited institution in Early Childhood Education, Elementary Education, Human Services, Child Development or a related field and two years of experience in early childhood education, childcare operations, or child development; or an applicable combination of formal education and experience that provides the training and experience necessary to perform the duties and the responsibilities of the position. Additional qualifications include Early Childhood Teacher qualified as defined by the Colorado Department of Human Services, Division of Child Care, rules regulating childcare centers, and clearance from a criminal history background check and central registry of child protection required.

Special skills or abilities: Background in organizing multiple tasks and activities. Ability to understand childcare educational research and/or best practices, and convert/apply to the classroom. Understanding of and ability to maintain administrative, quality control, and measurement criteria and processes. Ability to analyze problems and recommend appropriate solutions/changes. Ability to communicate effectively, both orally and in writing as well as the ability to establish effective working relationships with staff and parents. Ability to handle sensitive and confidential matters with tact, both personnel and operational, as well as the ability to exercise judgment and discretion.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

Plans individual and group activities to stimulate growth in language, social and emotional, and motor skills such as learning to listen to instructions, playing with others, and using play equipment. Instructs children in practices of personal cleanliness and self-care. Helps children develop habits of caring for own clothing, picking up, and putting away toys and books. Plan both long and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. Meet the emotional, social, physical and cognitive needs of each child. Report progress of children to parents at bi-annual reports and through parent-teacher conferences. Maintain daily open communication with parents. Arrange a classroom environment in accordance to program goals and philosophy. Supervise assistants, aides and volunteers in the classroom. Meet all applicable licensing regulations.

Work directly with parents and guardians concerning activities, policies, and enrollment procedures. Arrange medical attention for ill or injured child in accordance with parental instructions. Assist Director in providing an orientation and interpreting the policies and programs of the center to parents. Demonstrable organizational skills and attention to detail. Implement methods for effectively utilizing the services of teacher's aides and interns Assist Director in the implementation of the curriculum. Attend and participate in professional meetings and conferences that promote the latest advances and research in working with young children. Required to complete additional professional development and educational trainings/courses.

### Supervision Received

The position reports to a designated supervisor. Position usually works within the framework of responsibilities but may require guidance at times.

### Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

Working environment subject to bending, crouching or kneeling to assist students and staff; pushing/pulling and lifting of instructional equipment and supplies; sitting on chairs and/or floor; leaning over desks for prolonged periods of time and reaching in all directions; and routinely lifting/carrying supplies, materials and equipment weighing up to 50 pounds.

HR Reference Information:	
Position group and code:	457125/75%
	07012022

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

