



***Homeward Bound is seeking full-time Early Childhood Teachers at our Strong Foundations location at 2302 W. Colter Street in Phoenix. (This is near the intersection of Camelback Rd. and Interstate 17.)***

***In addition to maintaining an on-site fully licensed child carecenter, Homeward Bound assists homeless families with children achieve economic independence, secure long-term, safe, decent, affordable housing and break multi-generational cycles of homelessness. If you are a person who would like to make a difference in the lives of children and families, then this might be the place for you! Please visit our website at [www.homewardboundaz.org](http://www.homewardboundaz.org).***

FLSA Status: Non-exempt/Hourly Salary Range: \$12.00/hr - \$15.00/hr D.O.E.

Benefits: We offer health, dental and company paid life insurance. Employees are eligible for 120 hours per year of personal time off, and paid holidays.

#### **SUMMARY OF JOB ACTIVITIES**

Responsible for implementing high quality, developmentally appropriate programming in early learning center serving children ages six weeks to 9 years old, including but not limited to: curriculum planning and implementation, supervision of children, developmental assessments and screenings, family engagement and any additional duties as specified by center leadership. Teachers ensure that all safety, reporting, and quality requirements are met per SF policies, center trainings, state licensing regulations, and national accreditation standards.

#### **PRINCIPLE DUTIES**

##### **Strong Foundation Center for Early Learning and Resiliency Policies and Procedures:**

- Maintain all Arizona Department of Health and Safety rules and regulations
- Follow all Strong Foundations policies and procedures
- Follow all CACFP guidelines, reporting requirements, and family-style meal guideline
- Follow all standards for accreditation (NAC: National Accreditation Commission)
- Follow higher quality standards as recommended by the American Academy of Pediatrics
- Recognize, document and report suspected child abuse as required by Child Protective Services (CPS)
- Complete children screenings and developmental assessments (TSG, ASQ, DECA) on each child
- Utilize Teaching Strategies GOLD on-line curriculum for lesson planning
- Utilize the Arizona Early Learning Standards or the Arizona Infant Toddler Developmental Guidelines
- Maintain the environment according to Environmental Rating Scales and SF Policies
- Plan developmentally appropriate activities to promote growth in all areas of development
- Allow curriculum to emerge from children's interests; engage children in activities lasting over a period of time

- Include violence prevention, health and safety, and cultural awareness in lesson planning and daily discussions
- Maintain a documentation file for each child to include observations, work samples, and photographs
- Provide an inclusive environment to meet every child's individual needs and differing abilities

### **Emotional Support, Instructional Organization, and Instructional Support**

- Provide a positive classroom climate to include positive relationships, affect, communication, and respect
- Provide teacher sensitivity and regard for child perspectives, supporting autonomy and expression
- Provide proactive behavior management with clear expectations, redirection, and attention to the positive
- Maintain productivity by maximizing learning time, offering choices, having consistent routines, and eliminating unnecessary transitions
- Provide instructional learning formats to include effective facilitation, variety, student interest, and clear learning objectives
- Provide concept development to include analysis, reasoning, creativity, integration, and real world connections
- Provide quality of feedback to include scaffolding, feedback, prompting thought, providing information, and encouragement and affirmation
- Provide language modeling to include frequent conversations, open-ended questions, repetition and extension, self and parallel talk, and advanced language

### **Partnerships with Families/Family Engagement**

- Interact with families in a professional, respectful, and cooperative manner
- Establish an ongoing system for exchanging information about each child
- Communicate with families about classroom activities, upcoming events, and ways to become engaged
- Meet with parents to discuss their children's progress and needs as needed and at least two times per year

### **Collaborative Partners and Community Involvement**

- Work cooperatively with outside agencies providing technical support
- Supervise volunteers and visitor groups assigned to your classroom
- Work with other agency departments to coordinate events or provide support
- Plan community involvement activities

### **Team Lead Responsibilities**

- Actively promote teamwork among teachers and between classrooms
- Facilitate classroom and collaboration curriculum meetings to plan, evaluate and reflect
- Ensure all classrooms regulations, policies and procedures are followed

## **Director in Absence**

- Oversee the general operation of the center to ensure licensing and center policy compliance
- Cover front office, schedule, and substitute in classrooms as necessary
- Communicate with parents as necessary regarding payments, illnesses, or other concerns
- Administer medicine
- Act on any emergency situation as needed in accordance to the Crisis Communication and Management Plan
- Supervise staff and volunteers in Directors' absences

## **Other**

- Minimum of 20 hours of annual training
- CPR, First Aid certified
- Food Handler's Card
- Ability to lift 25+ lbs.
- Attend staff meetings and trainings as directed; some evening meetings required

## **Related Duties**

- Effective communication on a two-way intercom and radio
- Responsible and consistent in attendance as required by position
- Participate in agency-related projects not directly associated with child care
- Participate in safety drills including fire drills and emergency lock down drills

## **Skills & Abilities Required**

- Ability to effectively communicate verbally and in writing
- Skill in observing situations and decision making
- Ability to read and understand written instructions and to write clear and professional reports
- Ability to work with diverse populations (children, staff, supervisors, volunteers, clients, and Board)

## **Staff Qualifications**

### ***Required***

- 18 years old and High School graduate or GED
- 6 months work or volunteer experience in licensed child care setting
- Law enforcement record clear of any misdemeanor or felony conviction
- Ability to be fingerprinted and receive Class 1 Fingerprint Clearance Card
- CPS Background Check clearance
- Negative TB test prior to hire and every two years; compliance with state regulations regarding immunizations
- CPR and First Aid certified
- CDA, AA in ECE or related field, or BS in Early Childhood or related field, or
- In lieu of having the above, must be currently enrolled and remain enrolled in a degree or certificate program in serious pursuit of the above degree(s) or certification(s).

### ***Preferred***

- 2 years child care experience
- Experience working with children who are at-risk and/or children with special needs
- Bilingual in English and Spanish

### **Working Conditions**

- Full-Time: 30-40 hours per week – schedule to set by Early Childhood Senior Manager
- Typical commercial child care center environment
- Walking, standing, or sitting for extended periods of time
- Extreme summer heat and winter cold

### **Initiative**

- Judgment and maturity required to nurture, teach, and lead children from diverse backgrounds
- Discretion with confidential and personal matters involving clients
- Able to accept direction and constructive criticism then complete tasks
- Able to work independently and as a member of a team
- Contributes proactively to eliminate gossip
- Communicates in a positive, constructive manner
- Develops and maintains effective working relationships, including setting appropriate boundaries
- Understands the agency mission and operation – that all staff often participate in projects not related to tasks listed on a specific job description

### **Appearance Standards**

It is each employee's responsibility to adhere to the appearance standards established in the Homeward Bound *Employee Guide* and the *Strong Foundations Center for Early Learning and Resiliency Guidebook*.

This job description is not intended to be all-inclusive; Homeward Bound reserves the right to revise or change job duties as the need arises. Job Descriptions do not constitute written or implied contracts of employment. *Employment with Homeward Bound is at will.*

### **We Are An Equal Opportunity Employer:**

**It is the policy of Homeward Bound to provide equal opportunity for all qualified persons and we will recruit, hire, train and promote into all job levels the most qualified individuals without regard to race, color, creed, religion, sex, national origin, ancestry, marital status, status with regard to public assistance, disability, age, sexual orientation, or other protected status under any federal, state, or local law.**