



ASPEN CENTER FOR CHILD DEVELOPMENT

Their Future. Our Passion.

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| Job Title: | Infant Room Teacher | Reports To: | Aspen Center Director |
| Job Location: | 501 5 th Avenue Longmont, CO 80501 | FLSA: | Non-exempt; 40 hours |
| | | Rate of Pay: | \$15 - \$20 per hour |

As a branch of OUR Center (Outreach United Resource Center, Inc), Aspen Center for Child Development has been providing compassionate care for children 6 weeks to 6 years old in a fun learning environment since 1989. With over 15 qualified teachers and substitutes, it's our passion to provide families with childhood excellence. We provide child care, preschool, and school readiness programs that enhance the social, intellectual, physical, and emotional well-being for children and families from all income levels in and around the Longmont community, and support those in need toward self-sufficiency.

Position Summary

This position is for a full-time teacher interested in working with children up to approximately one year old. This teacher assists and collaborates with colleagues in providing a high-quality, play based, early childhood program for the children enrolled at Aspen Center for Child Development. They assume the responsibility for and collaborate with the staff in caring for the children's needs and implementing developmentally appropriate experiences. Teachers adhere to the rules and regulations for early childhood settings as issued by the Colorado Department of Human Services, Boulder County Public Health Department, Colorado Shines Rating, Teaching Strategies GOLD, CACFP Food Program, OUR Center and Aspen Center for Child Development.

Responsibilities/Accountabilities:

The following is to be performed while adhering to Aspen Center for Child Development operational policies, procedures and safety rules.

- Responsible for knowing the policies and procedures of the program, as well as the personnel policies for Aspen Center staff.
- Must be able to work 40 hours per week.
- Provides direction, guidance, and collaboration with the assistant teacher and/or volunteers in the classroom.
- Coordinates planning time with classroom staff and oversees the implementation of a daily program to meet the needs of the children, encompassing educational, developmental, and social goals that are age appropriate and consistent with the early childhood program of the center.
- Plans, posts, and facilitates weekly lesson plans.
- Communicates with parents, ensuring that they are fully informed of daily classroom activities; conducts parent/teacher conferences when appropriate.
- Provides care and supervision for children in the classroom
- Maintains a safe, healthy, and secure environment.
- Makes daily observations related to children's health and reports situations needing attention to the director.
- Keeps complete records concerning children's needs (daily care sheets, medical logs, doctor referrals, incident/injury reports, food program records, specialist forms, children's allergies, etc.)
- Integrates children with special needs smoothly into the program and helps the staff team understand the specific needs of each of these children and the need for a collaborative approach with parents, therapists, and other specialists.

- Provides input and feedback regarding children to the nurse consultant, child development consultant, and other specialists involved with the care of the children at the center as well as attends to staffing involving a child in the classroom.
- Attends staff meetings, as well as other professional development opportunities, in order to stay current of best practices in early care and education.
- Maintains confidentiality at all times.
- Works as a member of the team in and out of the classroom, treating each individual with respect.
- Provides administrative support as needed or assigned, when the director is absent.
- Completes other duties as assigned.

Minimum Education Requirements and Qualifications

- Must be ECT qualified or close to ECT qualified
- Must meet the specific requirements as outlined in the Rules and Regulations of the Colorado Department of Human Services.
- Possesses knowledge and skills necessary to provide care appropriate to the age of the children in the center.
- CPR/First Aid certification, Medication Administration training, and Universal Precautions training.
- Knowledge of rules and regulations for child care centers as issued by the Department of Human Services.
- Ability to implement play based, child directed experiences into classroom curriculum.
- Well-developed oral and written communications skills.
- Classroom management skills.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Leadership reserves the right to assign or reassign duties and responsibilities to this position at any time as needed by the organization. This job description does not constitute an employment agreement between the OUR Center and the employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The OUR Center offers a competitive benefit package to its full-time employees

To apply, submit a cover letter and resume to elizabeth@ourcenter.org

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| Prepared By: | Marc Cowell | Date: | 09/09/2021 |
| Approved By: | | Date: | |