



# TEMPORARY SUMMER SCHOOL AGE PROGRAM TEACHER

## Job Description Form

Division/Department	Children's Learning Center		
Location	2010 Bridge Blvd. SW, Alb, NM 87105		
Reports to	Macarena Belvins	Title	Center Director

Level/Grade	Type of position:	Hours: <u>approx. 40/ week</u>
3	<input checked="" type="checkbox"/> Temporary/Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Nonexempt

### SUMMARY

Promote a nurturing environment and implement engaging, developmentally appropriate activities for children ages 6 to 12.

### RESPONSIBILITIES

- Implement age-appropriate lesson plans and activities.
- Engage each child in an active, inquiry-based, child-centered atmosphere.
- Create a safe, nurturing, and inclusive classroom environment.
- Manage daily routines and transitions smoothly.
- Address behavioral issues with positive guidance and support.
- Ensure the cleanliness and orderliness of the classroom and outdoor areas.
- Adhere to all health and safety guidelines and procedures.
- Actively supervise children during indoor and outdoor activities to ensure their safety and well-being.
- Actively supervise children during school trips to ensure their safety and well-being.
- Participate and complete the training required by the state and the center.
- Stay current with best practices in early childhood education.
- Collaborate with other teachers and staff to share ideas, materials, and strategies.
- Maintain open and effective communication with parents/guardians regarding their child's activities.
- Respond appropriately to the cultural differences present among the Agency's service population.
- Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Performs other duties assigned by the supervisor.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**PHYSICAL DEMANDS & WORK ENVIRONMENTAL FACTORS:** While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk, stand, bend, and reach with hands or arms, climb or balance, stoop or kneel. Lift and carry small children and equipment (up to 50 pounds) as needed in daily and emergency situations using safe lifting practices. Specific vision abilities required by this job include close and distance vision.

### WORK EXPERIENCE REQUIREMENTS

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<ul style="list-style-type: none"> <li>- Two (2) years of childcare experience.</li> <li>- Must pass a state-enforced background check.</li> <li>- Valid NM driver's license and a clean driving record.</li> <li>- Basic computer literacy in email usage, word processing and internet navigation.</li> <li>- CPR Certification preferred.</li> <li>- Projects a professional and confident image, able to handle a stressful pace.</li> <li>- Ability to handle confidential information.</li> <li>- Ability to take direction and change direction while taking initiative to contribute to the classroom activities.</li> <li>- Knowledge and experience in the normal range of development of children.</li> <li>- Excellent patience and stamina for keeping up with the demands of children of all ages and the program(s) need.</li> <li>- Strong verbal communication and listening skills to converse with children, fellow professional caregivers and parents or guardians.</li> <li>- Passionate about working with children.</li> </ul>			
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- High School diploma or equivalent.</li> <li>- A 45-hour entry-level course preferred or completed within four (4) months after hire date.</li> <li>- CDC- Childhood Development Certification preferred. If a certificate is not applicable, a CDC must be obtained within two (2) years after the hire date.</li> <li>- Bilingual in English and Spanish preferred.</li> </ul>			

**Employee's**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**THIS SECTION IS COMPLETED BY HUMAN RESOURCE**

REVIEWED BY	Title
APPROVED BY	Title
DATE POSTED	
DATE HIRED	