University City Children’s Center is a diverse, intentional early childhood community that respects and nurtures children and adults in a trusting culture of love, empathy, compassion, and joy that is guided by visionary leadership. An integral part of our mission and practice is developing partnerships and educational outreach to the larger St. Louis community. UCCC is a licensed and accredited childcare center with the state of Missouri.

UCCC embodies the LUME Approach to early childhood education, which centers on understanding and nurturing the whole child, from the inside out in three major developmental areas: 1) Psychodynamic Development; 2) Early Language and Literacy; and 3) Values and Character.

Overall Responsibility
- Maintaining your composure in stressful situations
As a Teacher with UCCC you will work with our families, embodied by the LUME Approach as well as the RIE Philosophy. Our teachers are responsible for care related to the safety, health and hygiene of the children in the Center. It is expected that you will be an active member of the Center, contributing to staff meetings, attending parent meetings, staying current in the field of early childhood education, and continuously contributing to your professional growth.

Primary Interactions
- Desire for affiliation, connection with colleagues, children and families
Our teachers work together and teach as a team; you interact daily with your co-teachers, as well as your leaders including our Center Director, training consultants, and many others. Our teachers interact fully with the children in your care and their families ensuring parents are fully aware of their child’s daily activities, interactions, growth and areas in need of growth.

Leadership Responsibilities
- Comfort with one’s own and others’ emotional expression
Teachers may supervise classroom volunteers and/or students.

Essential Tasks and Responsibilities
- Insight into one’s own motives, drives, experiences, thoughts, and feelings
  - In conjunction with your co-teachers, you will plan, organize and implement a program for groups of children that is consistent with the philosophy of UCCC including setting individual and group goals on a regular basis
  - Maintain a safe and healthy classroom environment in accordance with Center policies, licensing, accreditation and other regulations and best practices
  - Manage the classroom using appropriate materials, daily routines and behavioral management techniques
  - Maintain a comprehensive record of children’s growth and development, including individual plans and journal entries, as well as other required reports and records
  - Maintain supportive contact with parents including:
    - Writing reports

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.
POSITION DESCRIPTION
EARLY CHILDCARE TEACHERS
FULL-TIME & PART-TIME

- Conducting parent-teacher conferences
- Attending parent group meetings
- Supervise classroom volunteers
- Professional development
  - Maintains 15 or more continuing education hours per year
  - Maintains a Professional Development file
- Conduct appropriate developmental screenings

Skills and Attributes
- Sensitivity to the thoughts, feelings, and needs of others
- Ability to communicate with and maintain a welcoming and constructive relationship with children and adults
- Must be patient, nurturing, flexible and dedicated; be willing to take responsibility and initiative; able to see the individuality and strengths in every child
- Ability to accept direction and coaching in a constructive manner, able to learn about oneself and how it impacts your teaching style and willing to learn and change when necessary
- Commit to continuous learning and growth as a professional
- Ability to plan, organize and adapt programs to different age groups
- Must have CPR and First Aid training/certification

Environmental Factors
- Openness to discussing personal development in professional settings
You will primarily work in the classroom and outdoor play areas. Noise and activity levels can be high; children require constant supervision and cooperation by all teachers. All UCCC staff are required to submit a health screening, TB test, Hepatitis A vaccination, and annual background screening. UCCC is a busy, unique environment. Staff are expected to participate fully in the life of the Center. Because of the constant interaction with children you must be able to lift and carry 25 lbs. and be active in the classroom and outdoors (including sitting on floor, standing for long periods, squatting, bending, stooping, moving about quickly, etc.).

Education/Experience
- Bachelor’s Degree in Early Childhood Education or Child Development preferred
- AA, CDA or a combination of education and experience equivalent to a degree in early childhood education
- Working towards an ECE degree, CDA or a combination of relevant education and experience equivalent to a degree in early childhood education
- Knowledge of behavior management and Developmentally Appropriate Practices

Position classified as: Non-exempt, may be full or part-time; may be full or part-year
Revised: 03/16/17

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.