



## EARLY CHILDHOOD TEACHER

Flance is a brand new, state-of-the-art learning center in downtown St. Louis. We offer children and families a broad range of services and resources that experts agree are critical to promoting child development.

Featuring:

- a full-service demonstration kitchen for children and families to learn about healthy eating and cooking habits
- An adventure playground that encourages physical activity and creativity in play
- An in-house wellness suite to provide critical preventative services and developmental screenings
- A community education room that will host workshops on critical parenting topics for both parents and outside childcare providers
- Rooms designated for moms to nurse their babies

Flance embodies the [LUME](#) Approach to early childhood education, which is the core model at centers throughout the St. Louis area. The LUME Approach 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**

Teachers work in either the Preschool or Infant/Toddler program. All teachers are responsible for care related to the safety, health and hygiene of the children in the Center. It is expected that teachers will be active members of the Center contributing to staff meetings, attending parent meetings, staying current in the field of early childhood education, and continuously tending their own professional growth.

### **Primary Interactions**

Classes are team taught; teachers interact daily with their co-teacher as well as their leader, the Center Director, training consultants, and others. Teachers interact intensively with the children in their care and their families.

### **Supervisory Responsibilities**

May supervise classroom volunteers

### **Essential Tasks and Responsibilities**

- With the co-teacher, plans, organizes and implements a program for a group of children that is consistent with the LUME approach and Flance Center program setting individual and group goals on a regular basis
- Maintains a safe and healthy classroom environment in accordance with Center policies, licensing and other regulations and best practices

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



- Manages the classroom using appropriate materials, daily routines and emotionally supportive techniques
- Maintains a comprehensive record of children’s growth and development, including individual plans and journal entries, as well as other reports and records
- Maintains supportive contact with parents including:
  - Writing reports
  - Conducting parent-teacher conferences
  - Attending parent group meetings
- Supervises classroom volunteers
- Professional development
  - Maintains 15 or more continuing education hours per year
  - Maintains a Professional Development file
- Creates continuity for children and families by participating in daily check-ins and information sharing with co-teacher(s), supervisor(s) and others as appropriate
- Conducts appropriate developmental screenings

### **Skills and Attributes**

- 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 in every child
- Ability to accept direction and coaching in a constructive manner, able to learn about oneself and how it impacts teaching; willing to learn and change when necessary
- Committed 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**

This activity is financed in part through an allocation of Community Development Block Grant funds from the Department of Housing and Urban Development and the City of St. Louis’ Community Development Administration. F lance Early Learning Center will not discriminate against any employee or applicant because of race, creed, sex, sexual orientation, color, age, disability status or national origin.

Teachers primarily work in a classroom and outdoor play areas. Noise and activity levels can be high; children require constant supervision and cooperation by teachers. Position requires a health screen, TB test, Hepatitis A vaccination, and annual record check. F lance Center is a busy, unique environment. Employees are expected to participate fully in the life of the Center. Because of the constant interaction with children, 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.).

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

**Education/Experience**

- Must be certified to work in HeadStart classrooms
- 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
- Must be 18 years old and a high school graduate or equivalent
- Knowledge of behavior management and Developmentally Appropriate Practices
- Specific knowledge or experience working with infants/toddlers or preschool children depending on the classroom

Reports to: Director of Early Learning

Position classified as: Non-exempt, may be full or part-time

Position description created/revised: August 2016