

Job Description: Early Childhood Support Teacher
Focus: Quality Child Care Services
Department: Supporting Early Education Department
Last Revised: 11/19

Definition

ECSN teachers provide temporary care in child care centers and licensed family child care homes. This is a full time position that may include a variable schedule, accountable to the quality program coordinator. Specific training will be provided to meet basic criteria for providing quality child care. There are special requirements listed for this position due to child care regulations.

Supervision Exercised

None.

Duties

- Daily communication with the program coordinator.
- Child care assignments may be on a daily and/or weekly schedule, flexibility is paramount.
- Compliance with the program policies of licensed child care facility (centers and/or Family Child Care) where you are providing substitute care.
- Work in licensed family child care settings with the responsibility of independently caring for up to six children.
- Daily completion of all necessary paperwork and any ongoing training requirements.
- Understand and comply with all state child care regulations.
- Understand, comply with and provide upkeep of ECSN program and training manual.
- Participate in on-going mandatory training.
- Serve children from diverse backgrounds including children whose spoken language is not English.
- Performs other duties as assigned to assist in the overall operation of the agency.

Entry Level Qualifications

Knowledge of:

- Record keeping.
- Respectful treatment of children.
- Appropriate guidance of children’s behaviors.
- Professional conduct when representing an agency.

Ability to

- Successful completion of the initial training program.
- Exhibit a caring, loving attitude toward children.
- Communicate both verbally and in writing.

- Apply program philosophy, knowledge of child care regulations and skills obtained from trainings
 - Be self-motivated.
 - Work a variable schedule and travel to the location of the daily work site.
 - Be conscientious of work at hand.
 - Learn and implement child abuse and neglect reporting requirements.
 - Learn and implement developmentally appropriate practices.
-
-

Education and Experience

- Must have a minimum of a high school diploma
- Must have at least 2 years of experience in working in a licensed child care setting.

Special Requirements

- Must be at least 18 years of age.
- Be physically capable of performing all job duties including sitting on the floor and getting up from the floor (interacting with children); walking up and down stairs (must be able to provide care in Family Day Homes); bending and being able to lift and carry children who weigh upwards of 40 lbs.
- Obtain a negative TB skin test or chest x-ray and proof of current immunizations for Mumps Measles and Rubella (MMR) and Diphtheria, Tetanus, and Whooping Cough (pertussis) (DTap).
- Must have positive evaluations from child care providers or parents.
- **Must obtain 30 hours a year, of continuing child care education, that is approved by the Nevada Registry.**
- Able to pass complete background check.
- Pass the requirements for CPR and first aid and obtain appropriate documentation; or provide current documentation of completed courses.
- Must have reliable transportation to and from work at various locations.
- Must possess a valid Nevada Driver's License and proof of insurance if using a personal vehicle for agency business.
- May require some weekend and evening hours.

Benefits

- Eligible to receive Children's Cabinet benefits for full-time staff.
-
-

The Children's Cabinet is an equal opportunity employer and encourages persons to apply regardless of their race, sex, sexual orientation, gender identity, color, religion, veteran status, national origin, age, handicap, disability, familial status, political affiliation or beliefs.

It is the policy of the Children's Cabinet, Inc. that all employees are employed at will of both the employee and the Children's Cabinet.