



Early Childhood Center ~ Teacher

Position Description:

Title: ECC TEACHER

I. IDENTIFYING INFORMATION:

Status: ___ Full-time ___ Part-time
 ___ 10 month ___ 12 month
 ___ Exempt X Non-Exempt ___ Volunteer

Reports to: ECC COORDINATOR/DIRECTOR

I. POSITION PURPOSE

The ECC Teacher instructs children in activities designed to promote social, physical and intellectual growth needed for primary school.

II. TYPICAL JOB RESPONSIBILITIES

1. Plans individual and group activities to stimulate growth in language, social and motor skills such as learning to listen to instructions, playing with others and using play equipment.
2. Instructs children in practices of personal cleanliness and self care.
3. Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.
4. Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
5. Serves meals and refreshments to children.

III. BASIC QUALIFICATIONS

1. Active member of a Roman Catholic parish faith community. (Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church).
2. Previous experience as a ECC Teacher or Aide.

3. Knowledge of individual and group activities designed to stimulate growth in language, social and motor skills.
4. College course work in Early Childhood Education or Child Development desirable.
5. Background check clearance.

IV. PHYSICAL DEMANDS/WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs/ladders; balance; stoop, kneel, crouch, or crawl; taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate and is occasionally loud. While performing the duties of this job, the employee is exposed to weather conditions prevailing at the time.

V. WORKING SITUATIONS

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

Employee's Acknowledgment and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee's Signature

Date