

## Job Title: Teacher



### Job Description:

Teachers are responsible for the care, safety, supervision and management of a class of [Infants (6 wks-24 months age)] in harmony with the goals and curriculum plan of Little Bear PlayCare and Preschool LLC. The principal duties of the [Infant Teacher] include: ensure the safety and well-being of the children, maintain regular communication with parents, conduct focused observations of children, develop action plans, carry out activities daily, evaluate the effectiveness of child development activities, and contribute to the effective operation of the overall early care and education center. The Infant Teacher reports to the Center Director and Head Teacher.

### Qualifications for Teacher

| Education/Experience Option   | Infant and Toddler Age Program  | Preschool-Age Program   | School-Age Program   |
|---|---|---|--|
| (a) Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in:  | <ul style="list-style-type: none"> <li>Early childhood education</li> <li>Child development</li> </ul>                                  | <ul style="list-style-type: none"> <li>Early childhood education</li> <li>Child development</li> <li>Elementary education</li> <li>Special education</li> </ul>                                 | <ul style="list-style-type: none"> <li>Child development</li> <li>Elementary education</li> <li>Physical education</li> <li>Recreation</li> <li>Special education</li> <li>Early childhood education</li> </ul>                              |
| OR<br>(b) A one-year state or nationally recognized credential:   | <ul style="list-style-type: none"> <li>Related to infant and toddler care</li> </ul>  | <ul style="list-style-type: none"> <li>Related to preschool-age care</li> </ul>   | <ul style="list-style-type: none"> <li>Related to school-age care</li> </ul>   |
| OR<br>(c) At least one year of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of:  | <ul style="list-style-type: none"> <li>Infants and/or toddlers</li> </ul>   | <ul style="list-style-type: none"> <li>Preschool-age children</li> </ul>  | <ul style="list-style-type: none"> <li>School-age children</li> </ul>  |
| OR<br>(d) Completion of 10 credits (semester system) or 15 credits (quarter system) of training at a college or university in: AND At least six months of qualifying teaching experience in a Certified Child Care Center or comparable group care program, in the care of: | <ul style="list-style-type: none"> <li>Early childhood education</li> <li>Child development</li> <li>Infants and/or toddlers</li> </ul> | <ul style="list-style-type: none"> <li>Early childhood education</li> <li>Child development</li> <li>Elementary education</li> <li>Special education</li> <li>Preschool-age children</li> </ul> | <ul style="list-style-type: none"> <li>Child development</li> <li>Elementary education</li> <li>Physical education</li> <li>Recreation</li> <li>Special education</li> <li>Early childhood education</li> <li>School-age children</li> </ul> |
| OR<br>(f) Documentation of attaining at least step 8 (eight) in the Oregon Registry   | <ul style="list-style-type: none"> <li>Infants and/or toddlers</li> </ul>   |   |  |

**Required Certifications:**

- ✚ Central Background Registry (<https://www.eou.edu/hdstart/files/2013/10/Central-Background-Registry-Application.pdf> We must receive verification from OCC of enrollment before employment can begin).
- ✚ First Aid/CPR including Infants (Must complete within 60 days of start date).
- ✚ Food Handlers Card (Must complete within 60 days of start date).
- ✚ Recognizing and Reporting Child Abuse and Neglect (Must complete within 60 days of start date).

**Major Responsibilities and Duties:**

1. Plan and conduct an effective child development program to meet the physical, social, emotional and intellectual needs of each child. This should be done based on the goals and general curriculum plan of Little Bear PlayCare and Preschool LLC.
2. Ensure that child care routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles. This includes routines related to diapering, hand washing, eating, playing, napping and transitioning between activities.
3. Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.
4. Operate the classroom in compliance with all child care licensing standards, and Little Bear PlayCare and Preschool LLC Employee and Policy Handbooks.
5. Create an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure.
6. Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program.
7. Provide experiences that promote individual expression through conversation, play and creativity while supporting the social and emotional development of the child.
8. Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children.
9. Provide a variety of language stimulation activities.
10. Ensure that parents receive adequate information about their child's experiences at the center through daily contacts and regularly scheduled parent conferences.
11. Maintain written records designed to evaluate each individual child.
12. Promote and nurture parent-child bonding and relationships.
13. Greet infants and their parents warmly and with enthusiasm each morning.
14. Initiate classroom activities daily (sing-a-longs, art projects, sensory exploration, outdoor stimulation, etc).
15. Display children's creative art work on bulletin board, changing monthly (when age appropriate).
16. Provide daily care individually to each infant, including but not limited to diapering every 2 hours and feeding on demand.
17. Observe children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and report these signs immediately to the Director.
18. Use equipment and supplies safely and conscientiously, keeping physical environment clean and orderly.
19. Maintain confidentiality of child and family information always.
20. Inspect the school site and equipment for potential safety hazards; taking corrective action or informing the Director to prevent injuries.
21. Contribute to the operation of the center by participating in staff meetings and sharing information gained through attendance at workshops and professional reading.
22. Work as a member of a team cooperatively and effectively to ensure continuity and a high standard of quality in all classrooms and communicating and contributing information on a continuous basis with other staff.
23. Help other staff in preparing meals for children as required.
24. Assist in the cleaning, sanitizing and straightening of the child care rooms, restrooms, furniture, toys, walls, counters and all other surfaces.
25. Assist in the development and facilitation of interactive parent and child literacy activities
26. Continue professional development through attending workshops, conferences, and other staff development opportunities.

27. Demonstrate behavior that is professional, ethical, loyal and responsible. No gossiping or negative energy, that includes wining and complaining.
28. Perform other reasonable duties and responsibilities as assigned by the Director.
29. Must maintain a minimum of 24 continued education credits per year.
30. Work towards achieving steps in ORO until you reach at least step 10.

**Required Skills and Abilities:**

- Must have a happy, positive, empathetic, warm and supportive attitude and disposition toward working with children and their families.
- Must be reliable.
- Must be flexible in receiving assignments or adapting to changes in the routine or program momentarily and sometimes with no notice.
- Must be able to work under extreme pressure while staying calm and composed.
- Must have good self-care, hygiene and take care of yourself.
- Must be able to work with a team and by yourself, receive constructive feedback to improve processes and overall operations of Little Bear PlayCare and Preschool LLC, and being committed to learning and evolving with the company.
- Must have excellent oral and written communication skills.
- Must have conflict resolution skills.
- Must physically move freely without restrictions to be active with the children, be able to sit or lay on the floor and stand for long periods of time, lift up to 50 pounds, chase after children in the school yard, rock, cradle and comfort children for extended periods of time.

**Supervisory Responsibilities:**

- None

**Working Conditions:**

- Little Bear PlayCare and Preschool LLC is in the process of becoming a Certified Corporation B company, expanding their services into an infant nursery suite and into a second larger 8,000 SF building for an all-inclusive program for toddlers, preschool, pre-k, before and after school, birthday party rentals, and teacher-facilitated community-child programs such as: yoga, music/dance, cooking/baking, play, gardening/recycling, free parenting classes, and more!.
- We approach teaching with a child-centered philosophy and believe that every aspect of a child's personality, be it cognitive, social, emotional, physical, or spiritual, should be touched or challenged in some way during his or her journey with us. Each of these areas is interrelated, and in a relaxed and rich learning environment, these aspects can naturally integrate to create maximal and effective learning.
- We believe that each child is unique and do our best to nurture the intrinsic gifts they each bring and share with us. In addition, we understand that what truly makes a difference in a child's life, beneath all the methods, materials, and the curriculum, is a teacher who cares about each child and who teaches from the heart.
- The mission of Little Bear PlayCare and Preschool is to provide a safe stimulating, and caring environment for children ages six weeks to 12 years. Our focus is to provide an encouraging educational experience, promoting social emotional, physical and cognitive development. Committed to families we serve, we strive to give parents complete peace of mind, while being a shining example of what a quality in-home preschool with extended care should be.

**Compensation and Perks**

- \$13 - \$17 per hour DOE
- 40 hours per week
- Paid professional development opportunities
- Extended maternity and paternity leave
- Refreshment fridge and coffee bar
- Extra time off around Thanksgiving, Christmas, and Fourth of July
- Off-site events (go-carts, golfing, beach, challenge courses, zip lining, BBQ's in the park, etc)

- Paid day off for your birthday
- Monthly employee team-building dinner
- Paid time off for community service
- Child care discount
- Employee lounge with bunk beds, exercise machine, couch, large screen tv, computer, and more
- Employee game night with free child care and snacks
- Wellness Credit -reimbursement for memberships, race entries, fitness events etc.

**To Apply:**

- Send cover letter, resume, letters of recommendation, any certifications, and ORO summary (if possess) to:  
[Littlebearplaycare3@gmail.com](mailto:Littlebearplaycare3@gmail.com)

**Learn More About Little Bear PlayCare and Preschool LLC:**

- <http://www.littlebearplaycareandpreschool.com>

The above statements describe the general requirements for this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Other duties may be logically assigned as appropriate.

Little Bear PlayCare and Preschool LLC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of Little Bear PlayCare and Preschool LLC. We also prohibit retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

In addition, Little Bear PlayCare and Preschool LLC complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, enrollment, and participation in the school's programs, services, and activities will be extended to all persons, and we will promote equal opportunity and treatment through application of this policy and other efforts designed for that purpose.