



## Childcare Teacher

**REPORTS TO:** Center Director/Assistant Center Director

**INTERRELATIONSHIPS:** Educational Specialist, parents, other UCC Staff, FWISD and other school staff, volunteer, State Licensing, and UCC Administration.

**EMPLOYMENT STATUS:** Part Time, non-exempt (Mon-Fri; 12-6 PM during the school year, 9 AM-6 PM Summer & Spring Break)

**PAY RATE:** \$13.00 per hour

Serving Fort Worth since 1909, United Community Centers' mission has remained the same: Guided by Christian Principles, we serve and empower those in need. Today, UCC is focused on building bright futures for our community with knowledge, empowerment, & family support at our centers in the Polytechnic, Diamond Hill, & Historic Southside neighborhoods of Fort Worth.

In addition to safe, affordable care in a nurturing environment, 58% of Pre-K – 7th grade students that receive UCC's individualized literacy instruction achieve on grade reading levels (compared to 45% state average). This is meaningful to long term success as students who don't master basic reading skills by 3rd grade are six times more likely to not finish high school. UCC's family education sessions focus on financial literacy, workforce skills, job placement, and parent empowerment. UCC's pantry and center grocery distribution provide groceries to over 24,000 families annually who would otherwise go hungry in our own city.

**THE ROLE:** The Childcare Teacher provides a warm, nurturing, safe environment where self-esteem is enhanced and individuality respected. The Childcare Teacher delivers the Educational Literacy Program at the direction of the Educational Specialist and the Center Director.

### QUALIFICATIONS

- High School diploma or GED required. A student pursuing a college degree in Child Development, Psychology, Education, Sociology, and related fields preferred. Must have a valid Texas Driver's license, current liability insurance, and a good driving record. Must pass a background check to be in the classroom.
- One to two years of work-related experience in children's programs and social services is preferred.
- Knowledge and Skills:
  - Knowledge and familiarity of various stages of child development.
  - Familiarity with planning activities for children and youth.
  - Ability to work with at-risk children from various socio-economic backgrounds.
  - Ability to work under pressure in a stressful environment.
  - Ability to create an atmosphere of cheerful and appropriate discipline.
  - Possess a valid Texas ID (nondrivers) or Texas Driver's License, auto liability insurance, and a clean driving record.

- Ability to drive a 15-passenger mini-bus
- Sensitivity to the individual and group needs of inner-city children.
- Ability to relate and communicate with children and youth.
- Ability to think quickly, be creative, and to listen.
- Assist in maintaining a clean and safe environment.
- Ability to keep client information confidential.
- Ability to carry through program implementation as directed.
- Ability to treat all students, families, staff, clients, contractors, and volunteers with dignity and respect.
- Possess effective written and verbal communication skills.

### **LITERACY RESPONSIBILITIES**

- Attend and participate in all Literacy Trainings provided by Literacy Specialists.
- Once trained, the following will be required:
  - Create and follow weekly Lesson Plans reviewed by Literacy Specialist
  - Post and adhere to a daily schedule reviewed by the Center Director and Literacy Specialist.
  - Create and maintain a classroom management system with posted rules and consequences.
  - Conduct Read Alouds and Daily Messages several times a week.
  - Conduct Small Group Instructional Lessons at least four times a week.
  - Create and maintain Literacy Centers of vocabulary, independent reading, and writing at least four times weekly.
  - Provide a print-rich environment of anchor charts, graphic organizers, and other displays of reading skills and strategies.
  - Assist with homework when needed for 15-20 minutes a day.

### **OTHER RESPONSIBILITIES**

- Comply with work activity coverage as the Center Director and Administration arranged.
- Comply with licensing standards, getting clarification and direction from the Center Director on any questions.
- Be timely for work in adherence to the schedule set by the Center Director.
- Carry out daily activities and schedule by the guidance of the Center Director.
- Ensure the safety of all students.
- Work as a team with all Center staff, covering where needed and directed by the Center Director.
- Keep the work area clean and welcoming.
- Ask for help from the Center Director when needed.
- Report any problems encountered to the Center Director.
- Report any unresolved problems to the Director of Programs, who will meet with the teacher and supervisor to resolve issues.
- Observe all UCC agency and program policies and procedures.
- Follows verbal instructions for program procedures.
- Continually strives to improve work performance and services.
- Attends all staff meetings as scheduled unless pre-approved by the supervisor.
- Be a good steward of the time and resources entrusted.
- Demonstrates sound judgment and strives to do the right thing.
- Discourage gossip and seek to resolve differences quickly, calmly, and directly.

- Strive to work at the highest level of quality.
- Utilizes positive guidance when interacting with children.

**WORK ENVIRONMENT:** Agency Centers are located in inner-city neighborhoods; interaction with challenging children and families is possible. Duties will include work inside and outside, including swimming and field trips.

**JOB RELATED EQUIPMENT/MATERIALS/TOOLS USED:** Must be able to drive a mini-bus to transport children and youth; operate classroom TVs, computers (CPUs), laptops, iPads, printers, copy machines, printers, and other standard office equipment.

**INTERESTED:** Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume or request an application from Center Director of Interest:

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