



JOB DESCRIPTION

POSITION TITLE: CHILDCARE TEACHER (Pre-Kindergarten)

I. JOB SUMMARY:

The Childcare Teacher provides a warm, nurturing, safe environment where self-esteem is enhanced and individuality is respected. The childcare teacher delivers the educational literacy program under the direction of the educational specialist and the center director.

EMPLOYMENT STATUS:

Part time, non-exempt (Monday-Friday; 12-6 PM during the school year, 9 AM – 6 PM Summer/Spring Break/FWISD Waiver Days). Hours might vary some days depending on training and staff meetings.

PAY RATE:

Starting at \$13.50 an hour (final compensation may vary based on experience).

II. JOB RELATIONSHIPS:

- A. Reports to Center Director (director supervisor) and Assistant Center Director
- B. Interrelationships: Program Director, Literacy Specialists, UCC Administration, other UCC Staff, parents, State Licensing, and FWISD and other school staff.

III. EMPLOYMENT or VOLUNTEER STANDARDS:

- A. Level of Education or Certification: A high school diploma or GED is required. A student pursuing a college degree in Child Development, Psychology, Education, Sociology, and related fields is 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.
- B. Level of Experience: One to two years of work-related experience in children's programs and social services is preferred.
- C. Knowledge and Skills:
 - a. Knowledge and familiarity of various stages of child development.
 - b. Familiarity with planning activities for children and youth.
 - c. Ability to work with at-risk children from various socio-economic backgrounds.
 - d. Ability to work under pressure in a stressful environment.
 - e. Ability to create an atmosphere of cheerful and appropriate discipline.
 - f. Possess a valid Texas ID (nondrivers) or Texas Driver's License, auto liability insurance, and a clean driving record.
 - g. Ability to drive a 15-passenger mini-bus (additional training will be provided).
 - h. Sensitivity to the individual and group needs of inner-city children.
 - i. Ability to relate and communicate with children and youth.

- j. Ability to think quickly, be creative, and to listen.
- k. Assist in maintaining a clean and safe environment.
- l. Ability to keep client information confidential.
- m. Ability to carry through program implementation as directed.
- n. Ability to treat all students, families, staff, clients, contractors, and volunteers with dignity and respect.
- o. Possess effective written and verbal communication skills.

IV. TEACHER LITERACY RESPONSIBILITIES

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

V. RESPONSIBILITIES AND DUTIES AS A CHILDCARE TEACHER:

- A. Comply with work activity coverage as the Center Director, Assistant Center Director, and UCC Administration arranged.
- B. Comply with licensing standards, getting clarification and direction from the Center Director and Assistant Center Director on any questions.
- C. Be timely for work and adhere to the schedule set by the Center Director or Assistant Center Director.
- D. Carry out daily activities and schedule with the guidance of the Center Director and Assistant Center Director.
- E. Ensure the safety of all students.
- F. Work as a team with all Center staff, covering where needed and directed by the Center Director and Assistant Center Director.
- G. Keep the work area clean and welcoming.
- H. Ask for help from the Center Director or Assistant Center Director when needed.
- I. Report any problems encountered to the Center Director or Assistant Center Director.
- J. Report any unresolved problems to the Program Director or COO, who will meet with the teacher and supervisor to resolve issues.
- K. Observe all UCC agency and program policies and procedures.
- L. Will follow verbal instructions for program procedures.
- M. Continually strives to improve work performance and services.
- N. Attends all staff meetings as scheduled unless pre-approved by the supervisor.
- O. Be a good steward of the time and resources entrusted.
- P. Demonstrates sound judgment and strives to do the right thing.

- Q. Discourage gossip and seek to resolve differences quickly, calmly, and directly.
- R. Strive to work at the highest level of quality.
- S. Utilizes positive guidance when interacting with children.

VI. WORK ENVIRONMENT:

Agency Centers are located in inner-city neighborhoods, so interaction with challenging children and families is possible. Duties include work inside and outside, including field trips.

VII. 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, 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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