

POSITION DESCRIPTION
TEACHER – AFTER/BEFORE CARE
PART-TIME FLOATER TEACHER

University City Children’s Center is a diverse, intentional early childhood community that respects and nurtures children and adults in a trusting culture of love, empathy, compassion, and joy that is guided by visionary leadership. An integral part of our mission and practice is developing partnerships and educational outreach to the larger St. Louis community.

Overall Responsibility

All teachers are responsible for the health and well-being of the children in the Center. The After/Before Care teachers maintain a program for children between 7:00 a.m. and 9:30 a.m. before school and between 3:00 p.m. and 6:00 p.m. after school.

Primary Interactions

After and before school care is an integrated UCCC program. Teachers in the before school and after school programs interact with other teachers in their program as well as their supervisor, the Center Director, and others. Teachers interact fully with the children in their care and their families. Teachers in these programs must inform and be informed by the primary teaching team to ensure continuity of care.

Supervisory Responsibilities

None

Essential Tasks and Responsibilities

- With other teachers, implements developmentally appropriate experiences that are consistent with the philosophy of UCCC
- Maintains a safe and healthy classroom environment in accordance with Center policies, licensing and other regulations and best practices
- Manages the classroom using appropriate materials, daily routines and behavioral management techniques
- Reports and receives relevant information from/to the primary teaching team; conveys messages or information from parents, alerts primary team to concerns, receives any necessary updates
- Maintains supportive contact with parents

Skills and Attributes

- Ability to communicate with and maintain a welcoming and constructive relationship with children and adults
- Ability to accept direction and coaching in a constructive manner
- Ability to plan, organize and adapt programs to different age levels
- Must have CPR and First Aid training/certification

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.

Environmental Factors

Primarily works in a classroom and outdoor play areas. Noise and activity levels can be high; children require constant supervision and cooperation by teachers. Position requires a health screen, hepatitis vaccination, and record check. UCCC is a busy, unique environment. Employees are expected to participate fully in the life of the Center. Because of the constant interaction with children, must be able to lift and carry 25 lbs. and be active in the classroom and outdoors (including sitting on the floor, standing for long periods, squatting, bending, stooping, moving about quickly, etc.).

Education/Experience

- Combination of education and experience in early childhood education or a closely related field preferred
- Must be 18 years of age and a high school graduate or equivalent
- Knowledge of behavior management and Developmentally Appropriate Practices

Reports to: Coordinator of Infant/Toddler Program or Director of Preschool Program Position classified as: Non-exempt, part-time, may be part-year Position description created/revised: 9/20/10 Approved by: Steve Zwolak
