



## Early Childhood Education Teacher – Respite Program

<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Center Director
<b>Supervises:</b>	Teacher's Aides
<b>Salary Range:</b>	\$54,080 - \$70,720

### JOB SUMMARY

Daystar Kids ("Agency's") Early Childhood Education Teacher ("Teacher") teaches young children in an early childhood classroom setting that supports the individualized learning, developmental, and healthcare goals of infants, toddlers, and preschool-age children with complex healthcare needs.

### PRIMARY RESPONSIBILITIES

Teachers are responsible for classroom management, planning, development, implementation, and supervision of developmentally appropriate and stimulating group and individualized early childhood educational enrichment activities and programming. Teachers are responsible for the oversight of their assigned classroom and coordinate Daystar Kids ("Agency's") multi-disciplinary providers i.e., Nurses, related therapists, etc., to deliver high quality enrollee engagement, individualized care, and safe supervision of all enrollees. Teachers are responsible for understanding and ensuring compliance with all applicable rules and regulations governing the Agency's operations and are responsible for the direct supervision, professional development, and evaluation of assigned Teacher's Aides (TA) delivering the highest level of care and services to every child and family.

### ESSENTIAL FUNCTIONS

- Competent Supervision: Ensures the safety and well-being of each enrollee in the class whether in the classroom, on the playground or outdoors, or in common areas.
- Coordinates team assignments while maintaining a calm, engaging, and nurturing environment.
- Understands the comprehensive needs of each enrollee; incorporates social-emotional, physical, intellectual, sensory, and other developmental stimuli and strategies, and adapts plans daily, or as often as needed.
- Maintains regular observation and evaluation of children's development and progress informed by each enrollee's individual evaluations and team reports.
- Incorporates goals from each enrollee's Individualized Family Service Plan (IFSP) and/or other developmental assessment(s) into activity plans specific to each participant. Collaborates with the team to develop, document, and

train on relevant and meaningful engagement strategies for all program participants in group and individual settings.

- Develops structured group learning activities with accompanying plans for engaging multiple learning and communication styles and abilities; creates weekly/monthly developmentally appropriate themes and related learning unit activities.
- Provides individual and group instruction to all enrollees, with accompanying observational measures appropriate to monitor and report on each enrollee's developmental progress.
- Leads team in training and skill building to adapt lesson plans and learning unit activities appropriate for each enrollee's physical, emotional, social, and cognitive needs and goals. Mentors team members on appropriate strategies for each enrollee, in one-to-one guided interactions, and within larger group formats.
- Orients new team members and volunteers on relevant information required to carry out their duties and ensures that they acquire the skills they need to provide competent, relevant support for each enrollee assigned to their supervision.
- Ensures that team members engage all enrollees assigned to a caseload, providing simultaneous opportunities for learning and participation in a structured group setting.
- Organizes and maintains the instructional environment, materials, and supplies. Manages all adaptive equipment inventory including assistive technology (iPads), adaptive toys and specialized equipment.
- Accountable for maintaining the ordered arrangement, appearance, décor, and cleanliness of the classroom; always ensures a clean and welcoming environment and complies with Daystar Kids sanitizing and disinfecting requirements.
- Assigns and supervises daily housekeeping tasks and ensures that all tasks are performed to agency standards.
- Always maintains appropriate ratios in classrooms and manages the classroom's daily workflow, including making necessary adjustments in staff and volunteer assignments. Collaborates with other teachers to ensure adequate coverage in all classrooms.
- Demonstrates flexibility in scheduling and assignments to address the needs of the agency.

#### **OTHER DUTIES**

- Responsible for the timely completion and regular updates of each enrollee's Child Profile and for training staff on the strategies outlined within.
- Maintains agency records per agency policies, practices, and procedures and complies with all program requirements.
- Provides direct staff supervision and evaluation and complies with all agency personnel policies.
- Attends and participates in all meetings, conferences, program events, IFSP/ISP conferences, professional development activities, and any other program meeting or event, as requested.
- Demonstrates a thorough understanding of all established OCFS and OPWDD regulations. Takes initiative in understanding current licensing requirements

and compliance measures.

- Ensures family satisfaction through regular communication and accessibility, and establishes trusting, professional relationships with all families.
- Produces professional, clear, concise, and accurate daily reports, including but not limited to daily care sheets, progress notes and reports.

#### **EDUCATION & EXPERIENCE**

- Bachelor's degree required. Master's and New York State teaching certification in Special Education preferred. Preferred candidates have a minimum of 3 years of classroom management experience.
- Experienced in developing and adapting inclusive group learning activities appropriate for children from birth to school-age.
- Ability to create effective lesson plans for engaging multiple learning and communication styles and abilities.
- Adopts a growth framework and supports a continuous learning environment.
- Minimum of 12 credits in early childhood education, special education or related field of study; or minimum 2 years equivalent field experience teaching and/or supervising classrooms with children with special developmental and/or health care needs.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Demonstrated ability to work successfully with children with special health care and/or developmental needs.
- Ability to show care and compassion for others.
- Demonstrated belief in valuing diversity.
- Demonstrated ability to work collaboratively with other adults.
- Excellent verbal and written communication skills.
- Proficient computer skills.

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 50 pounds.
- The employee must be able to regularly stand for extended periods of time, sit, bend and assume postures in low positions to best engage children and ensure visual contact.
- The employee is regularly required to move from a seated position to a standing position promptly.
- The employee is regularly required to use hands; reach with hands and arms and talk or hear.
- The noise level in the work environment is usually moderate to loud.
- The employee is expected to perform work on-site in a classroom environment.