

## Job Overview

- Early Childhood Educator
- Full time (40 hrs/wk, Mon-Fri)
- Part time (10-40 hrs/wk, Mon-Fri)
- Student/teacher ratio of no more than 8 children per teacher

## Employer Overview

Bell's School for People Under Six is a learning focused childcare center that has been a fixture of the Fletcher community since 1978. We strive to provide the best possible environment for children under six to learn and grow into fantastic humans! We keep class sizes small, provide peripheral enrichment via community experts, and foster self-directed learning through play. We believe that our school prepares a child with the knowledge, confidence, and social skills to thrive in grade school better than any other in the area!

## Compensation

- 17 starting, based on education and applicable relevant experience
- 3 weeks paid vacation first year, increasing with tenure
- Ally Health, 100% employer paid
- Hiring costs covered (background check, TB test, training, etc)
- TEACH NC paid tuition for continuing education

## Duties and Responsibilities

- Teach age-appropriate material, themed lesson plans, and personal development
- Supervise students during indoor and outdoor play; circulating among children, redirecting individuals into positive play and by suggesting alternative activities as needed.
- Assist children in maintaining standards of appropriate behavior and health habits by using non-punitive disciplinary methods and positive reinforcement strategies
- Interacts positively with parents and/or guardians
- Perform basic clerical and housekeeping duties as assigned such as snack preparation and clean up, project preparation and clean up, oversee the appropriate use and storage of equipment and materials.
- While performing the duties of this position, the employee is regularly required to stand, walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel objects, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift, move and/or push up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision
  - *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.*

## Requirements

- 18+
- Highschool diploma or equivalent
- English proficiency. Second language is a bonus!
- Early Childhood Education Associates (or higher) preferred
- Ability to read/write and comprehend simple instructions and short correspondence
- Ability to effectively present information in one-on-one and small group situations to students, parents, guardians, and/or staff.
- Ability to develop effective working relationships with students, staff, parents, and/or guardians.
- Ability to perform duties with awareness of all district requirements, NC Division of Child Development and Early Education policies, and applicable state statutes.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*