

## EASTER SEALS DUPAGE & FOX VALLEY

**FOR:** Policy and Procedure Manual  
**SECTION:** Personnel  
**RE:** Job Description  
**POSITION:** Child Development Teacher  
**REPORTS TO:** Child Development Director  
**STATUS:** Non-exempt

**PURPOSE:** To provide a safe, developmentally appropriate environment that promotes physical, emotional, and intellectual growth for the children in the program.

### MISSION STATEMENT:

*Our mission is to ensure that children with disabilities and their families are empowered.*

### ESSENTIAL FUNCTIONS:

1. Plan, implement, evaluate and supervise a developmentally appropriate and inclusive educational curriculum for enrolled children.
2. Work within a multi-disciplinary framework with therapists, teachers, and support staff to ensure an effective and therapeutic program.
3. Serve as case manager/ service coordinator for each child in the classroom.
4. Exercise appropriate and positive discipline procedures as established by the Center policy.
5. Become knowledgeable with and adhere to all DCFS licensing standards.
6. Plan classroom activities in accordance with the philosophies and policies of the Center and best practices.
7. Establish, plan for, and utilize instructional methods which motivate and enable each child to achieve learning objectives.
8. Consult with therapy staff regarding appropriate intervention techniques related to each discipline (OT, PT, ST).
9. Maintain open communication with parents and all other family members.
10. Coordinate and supervise bi-monthly classroom meetings.
11. Supervise and evaluate teacher's assistants and volunteers in the performance of their duties.
12. Actively participate in staff meetings, parent meetings, in-service trainings, and program meetings.
13. Coordinate general housekeeping duties, including: preparing snack, feeding children, pottyng and diapering children, and general clean up.
14. Complete and maintain all other required documentation and records.
15. Provide the children with a safe, loving and nurturing environment.
16. Develop a cooperative and supportive attitude as a team member.

17. Develop newsletters for the parents on a regular basis, including information on classroom activities, child development and overall Center events.
18. Maintain a clean and pleasant environment in the classroom, playground and other areas of the program.
19. Provide services consistent with established Easter Seals DuPage and the Fox Valley Region Mission, Values, and Philosophy.
20. Maintain client confidentiality and respect the rights and dignity of all individuals.
21. Adhere to Easter Seals DuPage and the Fox Valley Region Code of Ethics. Comply with all Federal, State and local laws and regulations.
22. Participates in other activities that support department and Center projects and goals as requested.

## **QUALIFICATIONS:**

- BA, CCP, CDA, or Associate's degree in Early Childhood with at least six credit hours in child development
- 19 years of age
- Must relate well to children and their families
- Able to lift up to 50 lbs. up to 20 times per day
- As required by DCFS, all employees must possess the following qualities:
  1. Emotional maturity when working with children and their families
  2. Cooperation with purpose and services of the program
  3. Respect for children and adults
  4. Compassion, understanding and patience
  5. Physical and mental health that do not interfere with job description
  6. Good personal hygiene
  7. Sensitivity to children's socioeconomic, cultural, ethnic, and religious backgrounds, and individual needs and abilities

## **REQUIREMENTS:**

Unless exempted by the Americans with Disabilities Act, all persons hired for this position are required to perform the following essential functions:

1. Lift up to 50 lbs. on an as-needed basis, climb ladders and work overhead
2. Perform the basic life operational functions of talking, hearing, vision
3. Perform repetitive motions (i.e. computer keying and/or dialing phone)

This position requires exposure to the following environmental factors:

1. Daily contact with domestic and industrial cleaners;
2. Exposure to variable noise levels;
3. Occasional contact with noxious smells;
4. Frequent exposure to communicable illnesses