

## **Relief Nursery Therapeutic Education Teacher – Bilingual English/Spanish (FT)**

**CLASSIFICATION:** Non-Exempt, Hourly

**WORK SCHEDULE:** Full-time, 40 hours per week

**PAY/SALARY:** \$14.26-15.13 per hour, depending on experience and education; additional 50 cents per hour bilingual differential.

**LOCATION:** Woodburn, OR

Family Building Blocks (FBB) is accepting applications for a **full-time Relief Nursery Therapeutic Education Teacher** will work in Woodburn. This position is eligible for full benefits.

**Note:** *this position will start late April or Early May 2020.*

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

### **Primary Purpose**

Teachers work and collaborate as a member of a teaching team to provide high quality, research based early childhood services to children and families. Teachers develop, implement and review activities to provide a developmentally appropriate early childhood program including environment, lesson plans, class schedules, documentation, and referrals to supporting agencies. Teachers use therapeutic and developmentally appropriate approaches to promote skill building and evaluate progress of all enrolled children. S/he provides on-going assessment of progress and facilitate transitions into Head Start, community childcare, preschools or kindergarten as recommended. Through home visits, teachers assist families in establishing a positive home environment to promote the physical, mental and emotional well-being of their children; s/he assists in strengthening the parent-child relationship by improving parenting skills, reducing family stress, and meeting the needs of parents. Teachers work in a non- judgmental, strength based manner with individual family members, groups and colleagues.

### **Essential Duties:**

Every position is vital to ensuring the highest level of services are delivered to our children and families. Regular attendance is expected of all employees as a normal condition of employment and each employee is responsible for being present every day at the scheduled time.

## **% 65 Therapeutic Classroom**

- Assess and meet the needs of all children including those who are at risk, those with special needs, those who are gifted and those who are culturally diverse.
- Develop and utilize lesson plans, which reflect developmentally appropriate elements, parental and cultural influences and promote the social, emotional, physical, and cognitive development of infants, toddlers and preschool age children.
- Establish weekly goals that will promote individual and group educational plans.
- Develop and adapt curriculum to meet the individual goals for children as identified in their individualized education plans.
- Follow a consistent schedule which included small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Prepare classroom materials to support lesson plans; change and create learning centers.
- Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
- Implement appropriate guidance techniques using the “Guides to Speech and Action”.
- Work with appropriate community agencies in developing specialized planning for children/families as needed.
- Use effective supervision and monitoring skills for children; promote health and safety at all times.

## **% 10 Home Visits/ Collaborative Service Delivery**

- Conduct regular home visits for purposes of assessment and support and to share information on parenting, educational strategies, and classroom progress.
- Apply working knowledge of parent-child interaction, child development, and the dynamics of child abuse and neglect to teach positive parenting skills and non-violent management techniques, reduce family stress and help empower parents to meet child and family needs.
- Complete all screening, assessments and reports as scheduled.
- Work with co-teacher to maintain a case plan with goals, objectives and activities to meet individual children and family needs.
- Meet regularly with parents and other staff, including the mental health consultant, classroom supervisor, Early Childhood Education Director and consultant as needed regarding each child’s status and progress.
- Maintain familiarity and knowledge of community resources and use these appropriately to meet client needs.

## **% 5 Volunteer & Intern Program Support**

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns’ involvement in the classroom.
- Support the work of FBB volunteers and interns as an integral part of program services.
- Provide learning opportunities for volunteers and interns while participating in program services.

- Collaborate with teaching team, supervisors, Early Childhood Education Director and Volunteer Coordinator to assist with regular volunteer trainings.
- Acknowledge their efforts by participating in recognition events and sharing their accomplishments.
- Provide ongoing feedback and assessment through both written and verbal communication in addition providing 1-2 evaluations in collaboration with interns per term as needed.

**% 15 Documentation and Program Support**

- Complete and maintain accurate and timely written records including assessments, special education documentation, screening instruments, anecdotal observations, and documents for transition to public school and parent/teacher conference and other required forms.
- Complete all paperwork accurately and consistently meet identified deadlines.
- Document all parent contact and maintain accurate, complete child files.
- Attend meeting, trainings and appropriate professional developmental activities.
- Collaborate with others to plan and implement family night activities, play groups and other program events

**% 5 Other related Teacher Activities as needed**

- Responsible for maintenance of materials, equipment and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of transportation and bus related activities.
- Assist as needed and/or assigned to related activities such as Parents Leadership, respite, Parenting Connection, and other parenting class/Services.
- Data entry
- Coordinating Immunizations
- Additional Home visits/Outreach families and related activities such as DHS services work, and regular meetings to community service providers.
- Committee participation

**Minimum Qualifications:**

- AA/AS degree from an accredited institution with a major in early childhood education, child development, or related degree **OR** Step 8 on the Oregon Registry **OR** Completion of 15 credits (quarter system) **OR** 10 credits (semester system) of training from an accredited institution in early childhood education **OR** child development, elementary education, or special education and a commitment to complete a professional development plan within the first year of employment.
- At least 6 months of qualifying teaching experience in a certified childcare center or comparable group care program, in the care of infant and/or toddlers/preschool age children.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Proficient in using MS Office Suite and ability to learn new programs required for the position.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Experience working and providing support to high risk families while adhering to program policies and standards.

- Possess strong verbal, written and interpersonal communication skills and be committed to staff development.
- Must have Pediatric First Aid/ CPR card and Food Handler's card or ability to obtain within 30 days of employment.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

**Preferred Qualifications:**

- At least one year of qualifying teaching experience in a certified childcare center or comparable group care program, in the care of infant/toddlers
- Two years' experience teaching in a developmentally appropriate classroom with children six weeks to five years old with ability to adapt curriculum, environment and interactions to meet the needs of all children including at risk children, special needs children and culturally diverse populations.
- Home visitation experience using evidence-based/home visitation curriculum
- Bilingual English/Spanish

**Additional Eligibility and Qualifications**

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures
- Must maintain an acceptable driving record according to FBB criteria and auto insurance.
- Employee must sustain a drug free and acceptable criminal record throughout the course of employment

**Certificates, Licenses and Registrations**

- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records OR able to enroll within first week of hire.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.

**Expected Hours of Work**

This position requires a flexible schedule to prepare classroom, assist in transportation duties and schedule home visits and participate in program activities that may include occasional overtime, late and/or early mornings.

**Travel**

This position requires regular travel to perform home visit and occasionally to visit other sites and attend trainings/meetings.

**APPLICATION DEADLINE: Open until finalists are selected. Please apply immediately.**

## HOW TO APPLY

To apply you must submit the following documents to [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org):

- Cover letter
- Resume
- Education documents /ORO Step

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

*Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.*