

Relief Nursery Teacher (Dallas)

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Full-time, 40 hours per week

PAY/SALARY: TBD

LOCATION: Dallas, OR

Family Building Blocks (FBB) is accepting applications for a full-time **Relief Nursery Teacher** that will work in Dallas.

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

The **Relief Nursery Teacher** at Family Building Blocks 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.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

% 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 Education and Experience (Classroom Aide/ CCC position language)

- 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 six months of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant and/or toddlers/preschool age children.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.

- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength-based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Strong problem-solving skills and ability to stay calm in a busy environment.
- Must have excellent written, verbal, and interpersonal communication skills.
- Possess computer skills, to include use of internet, email, and data entry (Microsoft Office) and ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Possess a valid Oregon Driver's license, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- Must successfully pass Oregon Child Care Division Background Registry and/or Oregon State Police Criminal Records.
- An employer-paid pre-employment drug test is required.

Preferred Education and Experience

- Associate' degree in Early childhood or related field
- At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant/toddlers
- Bilingual English/Spanish

Additional Requirements

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect" (Must be a minimum of 2 hours training) or ability to complete within 30 days of hire.

APPLICATION DEADLINE: Open until finalists are selected.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

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.