

## Dallas Court & Community Care Teacher

**CLASSIFICATION:** Non-Exempt, Hourly

**WORK SCHEDULE:** Full-time, 40 hrs/week

**PAY/SALARY:** TBD

**LOCATION:** Dallas

**APPLICATION DEADLINE:** Review of applications will begin March 20, 2019. Apply immediately.

Family Building Blocks (FBB) is accepting applications for a part-time **Dallas Court & Community Care Teacher**. This position is eligible for benefits which include medical and dental coverage, paid time off.

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 Court and Community Care Teacher at Family Building Blocks will support the Court and Community Care Program in the classroom by maintaining a developmentally appropriate environment; creating and supporting safe and nurturing relationships with children; implementing preplanned developmentally appropriate curriculum in the classroom; assisting in appropriate guidance and supervision of children and modeling appropriate and best practices for interns and volunteers in the classroom.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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.*

### **Court & Community Care**

Work in a partnership with the CCC Classroom Support staff to provide direct early childhood developmental education services to children and families in the following ways:

- Abide by rule set by Oregon Childcare Division.

- Implement and support activities that promote the social, emotional, physical, and cognitive development of infants and toddlers, while respecting the parental and cultural influences of the family.
- Create schedule for the day, prepare activities.
- Encourage children's active exploration, cooperation, collaborative problem solving, and appropriate socialization interactions with adults and children.
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.
- Use effective supervision and monitoring skills for children; promote health and safety at all times.
- Communicate with parents to provide consistent messages and information.

### **Court and Community Care Program**

- Responsibilities from above are the same for Court and Community Care; the difference are that children
- Abide by rule set by Oregon Childcare Division
- Adapting to meet the needs of new children accessing care at different time throughout the day.
- Meet the needs of all children of diverse needs and abilities.
- Follow routines and schedule for the day, prepare activities.
- Prepare classroom environment and materials to support learning to children ranging from 6 weeks- 12 yrs.
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.
- Ensure that paperwork is complete before children access Court and Community Care (CCC).
- Communicate expectations and guidelines with adults dropping children off at care.
- Actively manage enrollment, reservations, and waiting list to access CCC.
- Follow safety protocol and procedures to ensure staff and children are safe at all times.
- Check in and check out children as they arrive and depart from care, ensuring that the identification matches emergency from that are provided.
- Handle situation crisis/emergent situations that arise.
- Problem-solve issues and challenges as they arise, independently and with some assistance of program supervisor.
- Ensure that data is correctly inputted and done in a timely manner.

### **Other Related Activities as Needed**

- Assist in the 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 morning classrooms at all locations, transportation and bus related activities as needed.
- Assist as needed and/or assigned to related activities such as Parents Leadership, respite, and other parenting class/services.

### **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.
- Acknowledge their efforts by participating in recognition events and sharing their accomplishments.

### **Minimum Education and Experience**

- Associate's Degree with a concentration in early childhood development/related field **OR** CDA Credential in Early Childhood Education, **OR** comparable credential (20 quarter credit hours) from an accredited institution with a focus on infant/toddler development, **OR** equivalent combination of training and course work (ORO Step 8.5) in early childhood development with a focus on Early Childhood Education/Child Development **OR** Two years of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program with some college level coursework in ECE/Child Development.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- 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 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 in discriminatory behavior.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry.

### **Preferred Education and Experience**

- Associate' degree in Early childhood or related field or higher.
- 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.
- 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.
- Bilingual English/Spanish.

### **Additional Requirements**

- Mandated Responder - 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 is required.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.

- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- 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.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)

**IMPORTANT:** No offer of employment in this position is final until the favorable completion of a criminal background check, review of driving record, and drug screening.

### **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](mailto:jobs@familybuildingblocks.org).

Employment offer is **contingent** upon completion of criminal background check, 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.