

Bright Start Learning Center

JOB TITLE: Bright Start Learning Center Lead Teacher

CLASSIFICATION: Full-time. Non-Exempt

REPORTS TO: Bright Start Learning Center Director

SALARY: \$20-23/ hour DOE, bilingual \$21-24, signing bonus* - see below

LOCATION: 315 W 6th St Leadville, CO 80461

BENEFITS: Medical, child care priority, free child care for one child, 50% discount for additional children enrolled, retirement plan, tuition & mileage reimbursement.

Job description:

Bright Start Learning Center is looking for Lead Teachers/Early Childhood Teachers (LT/ECT) responsible for the academic, social-emotional growth and development of all children in their care. Teachers are expected to be positive role models and mentors for staff at BSLC by helping the facility grow new future leaders. LT/ECTs are responsible for assuring compliance with Rules & Regulations of all State and local governing contracting agencies.

All employees, regardless of position, serve as role models for children and families who are served by our organization. Therefore, each employee must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as, appropriate role modeling. Hostility, aggression, name calling, and unnecessary or inappropriate physical actions are not acceptable.

Primary Duties and Essential Functions:

- Tend to children's basic needs such as: diapering, feeding, dressing, and interacting.
- Cooperate with other LT/ECTs, aides, and staff professionally.
- Develop and deliver weekly plans, and implement developmentally appropriate activities. ● Promote a safe and inclusive environment for children and families by incorporating cultural, linguistic, family values, and beliefs in the classroom, lessons, and activities.
- Participate in small and large group activities with the children.
- Complete general cleaning duties.
- Observe and track children's development.
- Provide responsive care to all children by promoting daily routines and creating a schedule.
- Prepare portfolios for parent/teacher conferences twice a year.
- Greet parents and children in a welcoming and friendly manner.
- Provide daily reports to parents about their child's day during pick-up time and through our Database.
- Collaborate with the Director/Subdirector to assist children when transitioning from home or classrooms
- Keep children's attendance, contact information, medical records, and schedule changes up to date.
 - Report any changes to Director
- Maintain open communication with parents and staff.
- Encourage families to participate in Family Engagement opportunities.
- Report immediately any signs of child abuse/neglect to the Director and call **1-844-264-5437**
- Report all staffing and classroom concerns or needs to the Director in a professional, timely manner.
- Staff must believe in and act in accordance with the BSLC's mission statement.
- Ability to make decisions on behalf of children and protect their well-being. Page 1 of 2

Professional Development:

- Continue and stay up-to-date on required yearly trainings.
- Participate in ongoing in-service days, evaluations, staff meetings, and educational training opportunities
- Attend Early Childhood Education classes if working on certification/degree.
- Complete yearly performance evaluations and goal setting.
- Develop and update Individual Professional Development Plan as needed.
- Accept guidance and supervision
- Receive and respond to feedback in a positive manner

Desired Skills:

- Early Childhood Education experience preferred.
- Meet Colorado's Requirements for Early Childhood Teachers or have a Professional Development Plan set up
- Dependability and professional work ethic.
- Good communication, problem solving, and organizational skills.
- Maintain an overall positive and professional attitude.
- Ability to use technology to input data and for planning purposes.
- Ability to effectively plan, organize, and implement educational activities.
- Maintain confidentiality.
- Comply with policies and procedures laid out in the Employee Manual and Colorado Rules Regulations for Childcare Centers.
- Spanish fluency and literacy (preferred but not required)

Work Conditions:

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. While performing the duties of this job, the employee is required to:

- Walk on field trips around town, local parks, etc.
- Stand, sit, stoop, kneel, squat, bend, and crawl
- Lift and carry children of all sizes and weights in your care.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply please send a resume, cover letter, and a list of 3 professional references with contact information to brightstartlcdirector@gmail.com

*\$1,000 Bonus: \$200 signing bonus, \$300 6 month bonus, and \$500 yearly bonus for full-time staff

Bright Start Learning Center does not discriminate on the basis of race, age, color, religion, national origin, gender, political beliefs, gender identity, gender expression, disability, sexual orientation, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons.