



### ***Position: Great Start Readiness Program***

Baxter Child Development Center is searching for qualified classroom teachers to join our team! Baxter CDC is a Nationally Accredited early learning program providing educational experiences and loving care for children six weeks through 5 years old during the school year, and through 12 years old during summer. We are looking to fill a full time lead teaching position in Preschool room. Baxter offers employees great health benefits and 403B options.

### ***Job Summary***

The Preschool Teacher is in charge of the supervision, safety, and education of students utilizing the TS Creative Curriculum

***Employment Status*** Full Time, \$14-\$16/Hour

### ***Job Functions***

- Work with GSRP Specialist to uphold GSRP classroom requirements, standards and guidelines
- Upholds NAEYC classroom requirements, standards and guidelines
- Prepare lesson plans based on approved curriculum (Connect 4 Learning)
- Prepare needs list for supplied for relevant classroom
- Keep communication current with parents and Child Development Center Director
- Assist in preparing for Parent/Teacher Conferences
- Keep classroom neat and sanitized to licensing regulation standards
- Maintain professional attitude
- Treat children, parents, and other teachers with respect and dignity
- Recognizes and responds to the individual needs of each child, and treats all children in a manner which is appropriate and helps build children's character and self-esteem
- Keep accurate records on child's developmental stages
- Perform other duties as assigned by the Center Director
- Adheres to all guidelines contained in Baxter's Employee Handbook
- Attends staff meetings and any recommended training programs and conferences
- Demonstrates friendliness, dependability and trustworthiness towards others
- Willingly participate in a minimum of 16 hours cross-cultural trainings suggested by supervisor per year

### ***Essential Competencies Required***

- Culturally Competent
- Flexible/Resilient
- Ability to Multi-Task
- Results-Oriented Thinking & Behavior

## **Knowledge, Skills & Abilities**

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, and provide professional assistance to families or staff and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Ability to communicate effectively, both orally and in writing

## **Minimum Required Education and Experience**

- Associates degree in Child Development or Early Childhood Education, or Valid Child Development Associate Credential (CDA) Required
- Bachelor's degree preferred
- Prior experience working with children and families

## **Additional requirements**

- Position is identified as having regular contact with children in accordance to public law; therefore, a criminal background check must be completed
- Knowledge of computer web based programs, Word, Excel, and PowerPoint
- Walking, standing, bending, and carrying of small and light objects

***To apply, send resume and cover letter to  
[aarie@baxtercommunitycenter.org](mailto:aarie@baxtercommunitycenter.org).***