

Ad

Position: Preschool Child Development Specialist

Reports to: Program Director

General Summary: As a part of Partners for Progress, this person helps the children in the program to learn to enjoy learning. This person not only cares for the children while their parents are participating in the program, but this person also plays with and helps stimulate the curiosity of the children.

Responsible for: Perform, under supervision, services and duties necessary to provide total care for children ages three to five years from various cultural and economic backgrounds; to enhance children's development to best prepare them for kindergarten and other social situations.

Duties:

- Maintain an atmosphere of care, comfort, and safety for children who attend the day care center.
- Ensure that the classroom is setup with defined learning areas and provides a safe, healthy classroom environment that is arranged to support independence.
- Supervise children at all times and maintain child/staff ratios in accordance to state and federal requirements.
- Establish and follow a consistent daily routine that meets the needs of all children. Develop lesson plans and age appropriate group activities.
- Conduct classroom, learning, social, and language skills in pre-kindergarten areas such as the alphabet, numbers, address and telephone numbers, print name, and follow directions; and develop large and small muscle skills (preferred).
- Compile and maintain various record keeping forms and progress reports.
- Attend to child/children when an emergency arises and administer first aid and CPR as necessary.
- Report and record any signs of illness or injury, write up an incident report, and submit it as appropriate within 24 hours of the incident.
- Report suspected child abuse cases to the Department of Human Services and the Site Administrator immediately and submit appropriate paperwork.
- Enhance adult/child interactions by getting on "child's eye level".
- Engage in children's play in all areas of the classroom and all parts of the curriculum, for example, floor play, outdoor/gross motor and music/movement activities.
- Participate in the recruitment and enrollment of children for the Center.
- Maintain cleanliness of center in all areas.
- Perform other duties as assigned or directed.

Requirements:

- Combination of experience and education normally represented by an Associate's Degree in Early Childhood Education and from one to two years of related experience.
- Current certification in First Aid and CPR (infant, child and adult), Child Abuse Recognition, and Communicable Disease Recognition or attained within six (6) months from date of hire.
- Current certification as a Child Development Associate
- Must be able to effectively and productively work with people of very diverse economic, cultural and administrative backgrounds.
- Lifting and carrying up to 30 pounds required.

- Must be able to actively interact with preschool children by being able to sit, stand, walk, bend, kneel, squat and reach above head.
- Final applicant is required to be fingerprinted to complete background check.

Salary Range: \$8-\$13 per hour; 15 – 20 hours per week. (Commensurate with experience)

Qualified candidates mail, email, or fax your resume and references by 5pm Friday January 5th to: St. Malachi Center, 2416 Superior Viaduct, Cleveland, OH 44113; St_malachi@ameritech.net;
Fax: 216-771-3659. No phone calls please.