



POSITION DESCRIPTION

Position Title: **Distance Learning Early Head Start Teacher**
Reports to: Early Childhood Education (ECE) Director &
Assistant ECE Director
Works closely with: Program Director and Family Engagement Specialist

Position Summary:

Families Forward Learning Center strengthens families in the Pasadena area by providing free services and programs to enhance parenting and personal development and encourage friendship and support among parents. Early Childhood Education program is offered to families with infant through 5 years old. Our ECE program provides a safe, nurturing, and responsive environment for young children.

Teacher Responsibilities:

1. Effectively plan, prepare, implement, and manage a developmentally and culturally appropriate *DISTANCE LEARNING* program for children in a team-teaching environment.
2. Create written *DISTANCE LEARNING* lesson plans based on the interests and needs of the children in collaboration.
3. Assess individual and group needs and provide appropriate experiences within each developmental area.
4. Provide a nurturing, responsive, safe, and healthy virtual learning environment that responds to the needs and interests of individual child. Ensure the establishment of a quiet place to hold all virtual learning sessions that is free of distractions.
5. Maintain a positive, calm attitude and a pleasant, soothing voice, and model this attitude and voice for parents and others working or volunteering in the program.
6. Supervise and directly interacts with children in a warm and positive manner
7. Listen to children and respond to their language/communication.
8. Always use respect and sensitivity when communicating with children, both verbally and non-verbally.
9. Develop and implement conflict management and problem-solving strategies with children.
10. Provide routines, materials and activities that encourage group and individual problem-solving techniques.
11. Maintain daily work log. Use effective time management and be self-directed to complete all required tasks.
12. Attend weekly Zoom planning sessions.
13. Build a monthly schedule that includes onsite (Center) work on distance learning kit assembly, distribution and maintaining child files current.
14. Communicate with parents on a daily basis using the Learning Genie application.
15. Maintain flexibility with parents' schedules and availability, ensuring consistent communication.
16. Follow agency policies and procedures for health and safety.
17. Complete all required Early Head Start forms and records in a timely and accurate fashion.

18. Document children's progress through written observations, work samples, photo documentation monthly to create a child portfolio for each assigned child.
19. Work with parents to develop written individual learning goals and objectives for each child's development in all developmental domains.
20. Maintain children's portfolios by collecting and organizing anecdotal records and other materials.
21. Work cooperatively with other staff members and accepts supervision and helps promote a positive atmosphere.
22. Promote an atmosphere of teamwork where staff, parents, and children interact positively with each other.
23. Develop and maintain a comfortable, trusting relationship with each family.
24. Actively collaborate with parents in a positive manner to support each child's development.
25. Maintain ongoing, open, friendly communication with parents.
26. Attend monthly staff meetings and planning meetings.
27. Carry out the Families Forward Learning Center's mission, vision and values.
28. Perform other duties as assigned.

Follow Program for Infant/Toddler Program (PITC) Principles:

1. Follow Program for Infant Toddler Caregivers (PITC) standards and best practices. Including the following: primary and secondary caregiving, small group, individualizing, cultural responsiveness, inclusion of children with special needs, primary care, small groups, continuity of care and individualized care.
2. Create a warm, accepting, and developmentally appropriate environment which encourages the cognitive physical, emotional, and social development of the infant, toddler and family.
3. Plan and implement individualized, developmentally appropriate, nurturing care for infants and toddlers in a center base setting.
4. Build the basic curriculum on caregiving routines as a shared experience between the caregiver and child.
5. Build a close personal relationship with each child while attending to the child's physical, emotional, and developmental needs.
6. Develop and implement individualized feeding, sleeping and toileting plans for each assigned child.

Qualifications:

- Preferred 24 ECE units, plus 16 general education units who meets the Child Development Teacher permit level
- Minimum of 3 units of Infant/Toddler development/learning
- Preferred 1-3 years teaching experience in an early childhood classroom
- Be able to plan, implement, and promote high-quality child-development program
- Requires effective oral and written communication in English sufficient to complete EHS paperwork as assigned (i.e. reports and home visit and conference forms, individual goal records, lesson plans and assessments)
- Must possess strong interpersonal and oral communication skills for supervisory duties
- Experience working with families from diverse backgrounds
- Must be able to work collaboratively and effectively in team teaching setting
- Bilingual English/Spanish preferred