

Boone Beginnings Early Childhood & Family Development Center

*June 2021*

Location:	Albion, Nebraska	Job Type:	Full Time
Education:	Associates Degree in ECE or related field preferred or High School Diploma/GED	Sector:	Early Childhood
Salary:	\$12-\$14 an hour; based upon education and experience		
Date Posted:	June 18, 2021	Close Date:	Open until Position is Filled

### Position Overview

Seeking an individual committed to high quality early childhood education, with the ability to plan and lead classroom activities; support social, emotional, physical, and educational development of children. Candidate should be flexible, creative, self-motivated, patient, and have excellent written and verbal communication skills.

### Key Responsibilities

- Plan and implement developmentally appropriate classroom activities that will enhance the social-emotional, physical, language, and cognitive development of each child.
- Develop developmentally appropriate lesson plans with goals, objectives, activities, and outcomes for children and implement them intentionally.
- Develop and maintain an attractive and stimulating learning environment that encourages each child's independence and self-selection of activities.
- Provide opportunities for each child to develop a positive self-image and experience success.
- Observe, assess, and document each child's skills, behavior, growth, and development.
- Assist children in the smooth, daily transitions including those from home to Boone Beginnings as well as between center activities.
- Ensure that all children are always under appropriate supervision and guidance.
- Maintain a clean, safe, and healthy classroom environment.
- Ensure all center policies are followed and Nebraska childcare regulations are met.
- Schedule and meet with parents regularly about their child's progress.
- Encourage parent participation in program activities and in implementing education activities for their children at home.
- Develop effective partnerships with parents.
- Maintain frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Supervise Assistant Teacher, Support Staff, and classroom volunteers to ensure they are following planned activities, hygiene, and safety standards.
- Serve as a model and coach for Assistant Teacher and Support Staff.
- Delegate responsibilities to the Assistant Teacher as appropriate.
- Maintain confidentiality.
- Maintain daily attendance and CACFP food counts.
- Ensure the timely completion of necessary paperwork, including developmental assessments, lesson plans, newsletters, etc.
- Maintain personal professional development plan to ensure continuous quality improvement and attend in-service trainings.
- Perform other duties as assigned within the scope of the job description.

### Education and Experience Requirements

- A Bachelor's or Associates degree in early childhood education or other degree that meets state childcare licensing requirement *preferred* or;
- A High School diploma or GED required
- Two years of experience in early childhood group setting preferred.
- Must clear full background check.
- Must pass health screening.

### Additional Knowledge and Skills

- Knowledge of early childhood curriculum and developmentally appropriate practice.
- Ability and willingness to remain abreast of developments in the child development field to enhance professional growth and development.
- Ability to actively interact with children, including bending, kneeling, sitting on the floor, lifting, climbing, and walking.
- Knowledge of Nebraska childcare licensing requirements.
- Ability to work as a cooperative and supportive team member.
- Ability to manage time.
- Ability to communicate with others both verbally and in writing.
- Ability to obtain infant/child CPR and first aid certification, Safe with You certification, and other state requirements.
- Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

### Benefits

- Paid time off
- Flexible schedules
- Monday through Friday

### How to Apply

- Visit <https://boonebeginnings.com/careers/> to complete an application.
- Submit completed application to [director@boonebeginnings.com](mailto:director@boonebeginnings.com)