

# OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • [operationbreakthrough.org](http://operationbreakthrough.org)

*Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.*

## EARLY CHILDHOOD EDUCATION CLOSER

**Job Summary:** An Early Childhood Education Teacher/Closer instructs and supervises children in a full day, Early Head Start Classroom or a Head Start Classroom and participates in school related activities.

### Qualifications:

- \* Requires a minimum of a high school diploma. Preferred qualifications include Certified Substitute Teaching, Youth Development Credential, CDA, Associates or Bachelors Degree in Elementary or Early Childhood Education and two (2) years with educational programming. The Early Childhood Education Teacher Closer position requires a minimum of a High School Diploma. An Associate's degree in Early Childhood Education with thirty(30) hours of early education coursework or a CDA is preferred. (Transcripts and Copy of Certification required).
- \* CPR and First Aid Certified (Provided by the Company at the Company's expense)
- \* A current physical, TB test, background test and drug test are required. Drug test and background test are given by the company at company expense. TB and physicals are done by the employee at the employee's expense prior to hire.
- \* Requires ability to bend, kneel and squat many times each day.
- \* Requires ability to prevent or rescue children from potentially dangerous situation in a short amount of time.
- \* Requires visual and auditory ability to observe children.
- \* Requires ability to lift and carry up to 45 pounds several times a day.

### Essential Functions:

- \* Facilitate the beginning and end of the day child drop off, pick up and documentation.
- \* Maintains a classroom atmosphere that creates a feeling of community.
- \* Models and promotes positive dispositions. (enthusiasm, friendliness, cooperation, affection, energetic)
- \* Verbally interacts with children, kneels, bends or sits to establish better eye contact.
- \* Implements developmentally appropriate delivery of activities.
- \* Implements lesson plan that is posted in classroom Consistent with program standards.
- \* Maintains a safe and healthy environment following licensing and Performance Standards requirements, i.e. following sanitizing procedures, posts necessary health and safety information, practicing safety drills, hand washing, using gloves, identifying and documenting suspected child abuse, etc.
- \* Follow center policy and procedure when addressing sensitive issues or concerns parents may share.
- \* Communicates with parents.
- \* Completes parent daily notes when in room when needed. (diaper changes, feedings, etc)
- \* Attends all agency assigned meetings, gathering information and *implementing* techniques upon return to classroom.
- \* Compile and submit all paperwork by the required deadlines; completing reports as specified.
- \* Communicate to Supervisor observed safety, physical, and licensing issues.
- \* Minimizes teacher-directed learning by involving children in problem solving and conflict resolution techniques.
- \* Involves children in establishing rules and limits that are consistent, reasonable, clear and have a logical consequence.
- \* Provides adequate time for children to respond and to complete activities.
- \* Helps children learn empathy and respect for the rights and possessions of others.
- \* Support the growth and development of colleagues by sharing materials/ information and by providing feedback and encouragement.

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Follows the daily routine so children become aware of the sequence of activities and routines.

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- \* Follows the daily routine so children become aware of the sequence of activities and routines.
- \* Moves around the classroom and outdoors to facilitate children's involvement with materials and positions self so all children can be safely supervised.
- \* Actively participates in all aspects of family style eating, i.e. assisting children with table setting, serving themselves food and pouring their own milk, cleaning up spills, sitting with them, engaging in pleasant mealtime conversation, modeling healthy eating habits and assisting children with clean-up.
- \* Incorporates primarily usage of positive language in directing children's activities and/or behaviors.
- \* Acknowledges children for being successful, helpful or thoughtful.
- \* Encourages children to engage in conversations and events that are meaningful, talk things over, and exchange ideas and opinions.
- \* Maintain CPR and First Aid Certification.
- \* Update TB and physical exam every other year.
- \* Other duties as assigned.

## **COMPETENCIES**

- \* Dependability including arrives at work on time, uses approved lunch / break times appropriately, follow procedures in requesting and reporting leave time, document all times leaving and returning to the building.
- \* Good hygiene and personal appearance.
- \* Promote communication, warmth and respect among all staff, parents and volunteers.
- \* Maintain confidentiality with regard to staff, children and families according to established guidelines.
- \* Model appropriate behavior, language and communication skills for children, parents and staff.
- \* Sensitivity to diverse learning styles, knowledge/skill levels and cultural orientation.
- \* Assumes and completes all duties and responsibilities in a timely, willing and appropriate manner.
- \* Has the ability to manage personal life separate from professional commitments.
- \* Demonstrate ability to be sensitive to the needs and feelings of others, to develop and maintain working relationships with others, to accept interpersonal differences, and to deal effectively with others regardless of level or status.
- \* Represent Operation Breakthrough in the community as well as in the building.
- \* Promotes agency mission, program mission and educational objectives maintaining confidentiality and supporting center's code of ethical conduct.
- \* Initiative – employee is a “self-starter” in attaining job objectives.
- \* Adaptability – employee adapts to changes in work situation.
- \* Ability to take charge, to direct and coordinate activities of others, to assume leadership responsibility when appropriate, to gain respect and confidence of others.
- \* Establishes a positive and friendly working relationship with parents and community.
- \* Recognize parent and community volunteers as valuable resources.

## **WORKING CONDITIONS:**

Indoor classroom and outdoor recess (weather permitting).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

**Reports to:** Education Coordinator