

## **Buckner Children and Family Services INTERNAL POSITION POSTING**

**Opening Date: 5-24-10**

**Closing Date: until filled**

**Position Title: Child Care Teacher**

**Position Status: Part-Time, Non-Exempt**

**Department/Division: Buckner Children & Family Services – Mary Jo Gorden Child Devel. Center**

**Location: Lufkin, Texas**

**BASIC FUNCTION: Responsible for implementing the facility's structured childcare program and for providing an environment of consistent structure, guidance and nurture in all program activities.**

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### **Position description/objective:**

- \* 1. Assist to provide, supervise and insure a safe, clean environment that is growth producing and stimulates self-confidence and trust, and a respect of people. Remains attentive to the physical, social-emotional, spiritual, intellectual and cognitive development of the children under supervision. Ensures that the environment is age appropriate, culturally sensitive and allows for children's personal expression.
- \* 2. Maintain a positive attitude and approach when working with the children.
- \* 3. Report to Supervisor any special needs or problems of individual children.
- \* 4. Plan, monitor and coordinate children's activities in conjunction with the other program staff. Supportive of the program in place for the child in care; provide a regularly scheduled lesson plan including elements of recreation, developmentally appropriate activities and spirituality. Decorate bulletin boards with pictures, children's artwork and other hangings.
- \* 5. Maintain facility in a clean and orderly manner. Report needed repairs to immediate supervisor. Ensures children are protected from unsafe objects and areas while in care.
- \* 6. Maintain awareness of the needs of children with an openness and flexibility for creative program changes when necessary. Implement program changes as directed.
- \* 7. Maintain attendance, USDA records, daily report sheets and incident reports and other documentation as necessary. Dispenses medicine as directed. Prepare snacks for the children and sits with them while they eat.
- \* 8. Report immediately any suspected child abuse/neglect to the Supervisor.
- \* 9. Participate in required DHS training, staff meetings and supervisory conferences to develop and enhance skills. Handle discipline promptly and in accordance with started policy on discipline. Follow DHS minimum standards at all times.
- \* 10. Maintains compliance with all Buckner policies, procedures and requirements. Maintain compliance with all federal and state laws. Maintain compliance with all agency regulatory guidelines and requirements.
- \* 11. Obtain before hiring, a clean tuberculin test or chest X-ray.
- \* 12. Participate in in-service training, including CPR and First Aid training.
- 13. Perform other assignments and duties as requested.

\*Task which is considered to be an essential function of the job

Numbers 1, 4, 5, 6, 8 and 10 are considered primary functions of the job.

**Required skills and experience:**

1. Requires understanding and ability to use simple arithmetic and grammar with accuracy. Equivalent to knowledge normally acquired through four years of high school. Ability to understand and carry out detailed oral and written instructions. (High school diploma or G.E.D. required.) Prefer CDA, certificate or Associate Degree in Early Child Development.
2. Requires the ability to use up to 100 pounds of force occasionally, and/or up to 20 pound of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people.
3. Work deals mostly with people, objects, and equipment in a general setting. Depth perception and field of vision are important.
4. Position requires bending, stooping, twisting, turning, reaching, lifting (up to 50 lbs.), carrying, pulling, pushing, climbing and kneeling. Walks and stands approximately 50-75% of shift.
5. Requires the ability to recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; and ability to differentiate tones and volumes in conversations.
6. Requires the ability to perform duties with moderate supervision. Supervisor is usually available. Most tasks are governed by standard practices; however, some are not. Innovative thinking is required.
7. Requires the ability to motivate people.
8. Requires the ability to handle multiple tasks; energetic; good organizational skills.
9. Requires the ability to communicate effectively both orally and in writing.
10. Requires the ability to handle and/or successfully interact with a variety of adults and children with a range of personalities and problems; maintain confidentiality.
11. Personality attuned to the requirements of meeting needs of children and ability to establish and maintain effective working relationships with other employees and the public.
12. Willingness to take CPR and first aid.
13. Commitment to Christian principles and teachings both professionally and personally.
14. Sufficient good health to properly discharge duties. Employees shall not be permitted to work who have infectious disease or skin lesion for the duration of the communicability.

**POSITION CRITICAL SKILLS:**

1. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
2. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
3. Willingness to Learn. Assimilate and apply new job-related information promptly.
4. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

**POSITION CRITICAL BEHAVIORS:**

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action
3. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular
4. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
5. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

**Contact:      Human Resources  
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                    Dallas, Texas 75201**

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**Buckner is an Equal Opportunity Employer.**