

Court Community Care Teacher/Substitute

CLASSIFICATION: Non-exempt

WORK SCHEDULE: Part-time, 20 hours per week

Tuesday and Wednesday 12:30pm-5:30pm

Thursday 10:30am-5:30pm

Friday 7:30am-5:30pm

Note: additional hours may be available as needed

PAY/SALARY: TBD

LOCATION: Dallas, OR

Family Building Blocks (FBB) is accepting applications for a part-time **Court Community Care Teacher/Substitute** that will work in Dallas.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The **Court and Community Care Teacher/Substitute** at Family Building Blocks will support the Court and Community Care Coordinator in the classroom by maintaining a developmentally appropriate environment; creating and supporting safe and nurturing relationships with children; implementing preplanned developmentally appropriate curriculum in the classroom; assisting in appropriate guidance and supervision of children and modeling appropriate and best practices for interns and volunteers in the classroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Every position is vital to ensuring the highest level of services are delivered to our children and families. Regular attendance is expected of all employees as a normal condition of employment and each employee is responsible for being present every day at the scheduled time.

90% Court and Community Care Classroom

Work in a partnership with Court and Community Care Coordinator to provide direct early childhood developmental education, health, nutrition and social services to children and families in the following ways:

- Abide by rule set by Oregon Childcare Division
- meet the needs of all children of diverse needs and abilities.
- Implement and support activities that promote the social, emotional, physical, and cognitive development of infants and toddlers, while respecting the parental and cultural influences of the family.
- Follow routines and schedule for the day, prepare activities.
- Encourage children's active exploration, cooperation, collaborative problem solving, and appropriate socialization interactions with adults and children.
- Prepare classroom materials to support learning.
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.
- Use effective supervision and monitoring skills for children; promote health and safety at all times.
- Responding to crisis or emergency situations as needed.
- Communicate with parents to provide consistent messages and information.

% 5 Volunteer & Intern Program Support

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns involvement in the classroom.
- Support the work of FBB volunteers and interns as an integral part of program services.
- Provide learning opportunities for volunteers and interns while participating in program services.
- Acknowledge their efforts by participating in recognition events and sharing their accomplishments.

% 5 Other related Teacher Activities as needed

- Assist in the maintenance of materials, equipment and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of morning classrooms at all locations, transportation and bus related activities as needed.
- Assist as needed and/or assigned to related activities such as Parents Leadership, respite, and other parenting class/services.

Minimum Education and Experience

- Associates Degree with a concentration in early childhood development/related field **OR** CDA Credential in Early Childhood Education, **OR** comparable credential (20 quarter credit hours) from an accredited institution with a focus on infant/toddler development, **OR** equivalent combination of training and course work (ORO Step 8.5) in early childhood development with a focus on Early Childhood Education/Child Development **OR** Two years of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program with some college level coursework in ECE/Child Development.

- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Strong problem-solving skills and ability to stay calm in a busy environment.
- Must have excellent written, verbal, and interpersonal communication skills.
- Possess computer skills, to include use of internet, email, and data entry (Microsoft Office) and ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry.

Preferred Education and Experience

- A Bachelor's degree in Early childhood or related field
- At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant/toddlers
- Two years' experience teaching in a developmentally appropriate classroom with children six weeks to five years old with ability to adapt curriculum, environment and interactions to meet the needs of all children including at risk children, special needs children and culturally diverse populations.
- Home visitation experience using evidence-based/home visitation curriculum
- Bilingual English/Spanish

Additional Eligibility and Qualifications

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria
- During the course of employment a valid auto insurance is required
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.

- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.

Certificates, Licenses and Registrations

- Valid First Aid Card/Pediatric CPR
- Food Handlers Card
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records
- Documentation of training in “Recognizing and Reporting Suspicions of Child Abuse and Neglect”. (Must be a minimum of 2 hours training)
- Valid Oregon Driver’s license
- Proof of current auto insurance.

APPLICATION DEADLINE: May 18, 2018.

HOW TO APPLY

If you would like to apply for this position please submit your resume, cover letter, and education documents to jobs@familybuildingblocks.org.

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. ***Benefits for this position are prorated.***

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.