

**JOB DESCRIPTION: Early Education – Assistant Pre-K Teacher or Floater**

Della Lamb Community Services exists to empower its clients to meet the challenges of education, employment, and self-sufficiency in an ever-changing world. Della Lamb is a National Mission Institution in a covenant relationship with the United Women in Faith and an agency member of the United Way of Greater Kansas City. We strongly believe in the dignity of all people and strive to live out our values of LIGHT: learning, integrity, gratitude, health, and togetherness.

Della Lamb is looking to hire assistant teachers and floaters for its Pre-K classrooms. Assistant teachers and floaters are responsible for supporting a developmentally appropriate educational environment, assisting with developmental milestone assessments, cultivating healthy relationships with children, parents, and colleagues, assisting in classroom recordkeeping, and assisting in both group and individual instruction and activities.

This teacher will be part of the Kansas City Pre-K Cooperative program. The Kansas City Pre-K Cooperative is an innovative pre-K model that includes local education agencies (LEAs) and early education providers who are dedicated to increasing access to high-quality Pre-K programs. These partnerships will increase kindergarten readiness, improve vertical alignment between pre-K and kindergarten, provide families with collaborative support services, and ultimately increase student achievement. An associate's degree in early childhood education and/or development is required.

This position requires a commitment to teamwork, patience, adaptability, servant leadership, humility of spirit, a strong work ethic, and a commitment to learning and growth. This position reports to the Early Education Director.

Core responsibilities include, but may not be limited to, the following:

- Maintain a neat, clean, classroom environment and a professional personal appearance.
- Build positive relationships with students, staff, and parents. Create and foster a positive learning environment.
- Actively participate in regular professional development activities, both internal and external. Obtain 18 hours of professional development each year.
- Take part in a collaborative professional team environment, working with other teachers and administrators to develop, implement, and refine instructional practices.
- Support daily lesson plans that meet the individual needs, interests, and abilities of students. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- Assist in completion of developmental screenings and any other screenings when a new child enters the classroom. Complete DRDP and PKOF Assessments throughout the school year. Maintain accurate, complete, and correct records as required by law, school policy, and administrative regulation.
- Report pertinent behavior to the Early Learning Director immediately.
- Participate in the discussion of special needs of individual children with teaching staff supervisors, specialists, and parents. Provide necessary documentation for referring children.

- Prepare and help maintain the center for licensing and accreditation requirements.
- Maintain accurate attendance and meal records.
- Practice family style serving (eat meals with the children) daily.
- Support other classrooms as needed to ensure proper ratio staff/child ratio.
- Embrace Della Lamb values of learning, integrity, gratitude, health, and togetherness.
- Perform other duties as assigned.

***Professional Qualifications and Physical Requirements:***

- Must have an associate's degree in early childhood education and/or development.
- 3 years of experience in infant/toddler or Pre-K classrooms preferred.
- Certified in First Aid and CPR
- Successful background check
- Excessive climbing, walking, bending, stretching and sitting on floor with children.
- Exposure to childhood illnesses and diseases.
- Exposure to varying outside temperatures (heat and cold).
- Must be able to lift 50 lbs.