



## Job Description: Steve O'Neil Apartments Early Childhood Teacher

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Exempt: Yes	Date: April 2024
Supervisor: Site Services Manager	Prepared by: Erich Lutz
Salary Level: Commensurate with experience	Approved by: John Cole, Executive Director

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**OVERVIEW:** Chum is a non-profit 501 (C)3 organization that serves about 8,000 low-income, homeless, hungry, isolated, and otherwise marginalized community members each year. More than 40 faith-based congregations in Duluth are part of Chum and support our core mission: people of faith working together to provide basic necessities, foster stable lives, and organize for a just and compassionate community.

Chum operates an Emergency Shelter, a Family Shelter, a Drop-in Center with a Health and Wellness Clinic, a Winter Warming Center, and Food Shelf. It also offers Street Outreach, and supportive services for seniors living at the St. Francis Apartments and families at the Steve O'Neil Apartments who were previously homeless. Chum's advocacy focuses on policy and systems changes to help improve the lives of people who turn to Chum for services. Chum also provides leadership to Stepping On Up (a collaboration of service agencies) that is working to change Duluth's response to homelessness. We are committed to providing services in a manner that is informed by historic and contemporary forms of marginalization (such as racism, homophobia, and patriarchy) and relevant to the current context of increasing mental illness and substance misuse.

**SUMMARY:** The Early Childhood Teacher understands and helps to disseminate the vision of Steve O'Neil Apartments as *a culturally diverse community that keeps the well-being of all children and their families at the very center of community life* by assisting the Early Childhood Program Coordinator in meeting the needs of the children in their care.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Licensed Programming:

- Reports to, and supports, the Program Coordinator while in the delivery of ECFE programming
- Maintains program with a Four-Star Parent Aware Rating for Rule 2 Child Care
- Maintains policies and documentation required for continuation and renewal of license, Rule 2 Child Care, including but not limited to:
  - Fire and Storm Drill
  - Crib Inspections
  - Emergency Exit Route
  - COVID preparedness plan
- Keeps records on each child (0-5), attending licensed programming, including but not limited to:
  - Required documents for children enrolled in Early Learning Scholarships
  - Required family and child information
  - Immunizations
  - Health history/screenings
  - Developmental screenings
  - Parental concerns
  - Assessment and/or diagnostic results
  - Tracks and reports attendance as needed for required reporting

**Advocacy:**

- With direction from the Program Coordinator, assists with program intakes of parents/children; assesses and documents family needs
- Conducts outreach to ISD 709 programs, including Early Childhood Family Education, Early Childhood Special Education, and Head Start; connects parents to supports and services within these programs
- Supports children's overall well-being
- Organizes on-site parenting support groups led by professionals from the broader community
- Connects Steve O'Neil parents to resources for parental health and development in the community when appropriate
- Attends Child Protective Services (CPS) meetings and safety planning meetings for children and families involved in child protection, including involuntary or voluntary services (when requested by parents)
- Establishes processes and procedures for early childhood care and education that prioritize the health and safety of children
- Plans and supports family-friendly events, including literacy events and others
- Offers support to family coaches with crisis interventions that involve children
- Advocates with and for families to obtain community services such as childcare, child therapy, and ECSE services
- Attends meetings with community agencies, when appropriate, to support programming,
- Advocates in the larger community for the children living at the Steve O'Neil Apartments

**Programming Development:**

- Assists Program Coordinator in creating processes and procedures for early childhood education and care that prioritize the health and safety of children; establish predictable and consistent routines
- Ensures the physical and emotional needs of children are met
- In collaboration with the Community Engagement Coordinator, prepares and serves nutritious snacks and meals
- Monitors the indoor and outdoor early childhood environments for safety hazards
- Understands the importance of physical activities and facilitates them as a way of learning
- Monitors children's behaviors to keep them healthy and safe
- Nurtures social-emotional growth and socialization using Circle of Security language and practices
- Fosters cognitive, social, emotional, and physical development
- Encourages language development, and assists children in learning to communicate their needs
- Implements and expands upon a developmentally appropriate and trauma-informed curriculum
- Maintains a clean, sanitized, and safe environment; notifies property management of any needed repairs or concerns
- Provides calming strategies to help children be able to co-regulate and self-regulate
- Arranges teacher-parent conferences
- Utilizes a team approach; engages in reflective conversations with colleagues to explore best practices related to what children need from caregivers
- Conducts informal and formal programmatic assessments

**Supporting Community:**

- Builds and maintains positive relationships with children and their families
- Supervises and maintains communication with volunteers
- Participates in supervised reflection to grow individually and as a team member
- Offers guidance and support to families
- Supports community events as needed

**Education:**

**Preferred Education:** Bachelor's degree in Early Childhood Development, Early Childhood Education, or closely related field; a minimum of one year working in a licensed childcare setting.

**Minimum Education:** Associate of Arts degree in Early Childhood Development, Early Childhood Education, or closely related field; a minimum of one year working in a licensed childcare setting; or, an equivalent combination of education and relevant experience.

**Experience:**

- Licensed Childcare: 1 year (Required)
- Rule 2 Childcare: 1 year (Required)
- Circle of Security: 1 year (Preferred)

**Qualifications:**

- Demonstrated experience working with individuals or families from culturally and economically diverse backgrounds including those who have experienced homelessness; experience working with high-barrier populations from one or more of the following areas: chemical dependency, mental health, social services, or the criminal justice system.
- Demonstrated knowledge of the Housing First, Trauma-Informed and Harm Reduction philosophies.
- Strong organizational skills including applying systematic methods for time management, communication, and data collection.
- Demonstrated ability to work as a member of an integrated and diverse team; ability to work independently.
- Remains calm and adaptable in times of crisis; ability to respond quickly to help children in an emergency.
- Strong interpersonal and communication skills, including compassionate listening skills.
- Classroom experience with small children required.
- Must genuinely care for and enjoy working with infants and toddlers (ages 6 weeks to 3 years) as well as preschool children.
- Ability to work on the floor, sit in small children's chairs, and lift preschool children when necessary.
- Proficient in Microsoft Office applications.
- Ability to pass a criminal background check.

**Language Skills:** Ability to read, analyze, and interpret professional periodicals and governmental regulations. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from individuals, groups of clients, and the general public.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**Technological Skills:** Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Certificates, Licenses, Registrations:** First Aid, Narcan, and CPR. (training available) A valid Driver's License is required.

**Other Skills and Abilities:** Self-motivation, mediation/negotiation, compassion, and listening skills. Must be flexible, adaptable, and resourceful.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is required to talk, hear, stand, walk and sit. The employee is occasionally required to: use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 40 pounds. Specific vision abilities this job requires include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee may need to travel to various Chum locations.
- The noise level in the work environment is usually moderate to occasionally noisy.

**SCHEDULE:**

- 8 hours/day
- Monday-Friday
- Occasional weekends/evenings

**APPLICATION DEADLINE:**

**Please send a cover letter and resume by e-mail to [chum@chumduluth.org](mailto:chum@chumduluth.org) with “Early Childhood Teacher – Steve O’Neil Apartments” in the subject line. Resumes will be reviewed as received and the position will be open until filled. **People with lived experience of homelessness and people of color are strongly encouraged to apply.****