



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

---

Exempt: Yes	Date: February 2023
Supervisor: Director of Housing Services	Prepared by: Amber Sadowski
Salary Level: Commensurate with experience	Approved by: John Cole, Executive Director

---

**SUMMARY:** 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 fellow Early Childhood Program staff in meeting the needs of the children in their care.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Licensed 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 need for required reporting

#### Advocacy:

- Attends program intakes with 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; connect parents to supports and services within these programs
- Supports children who are experiencing out-of-home placements
- 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 health and safety of children
- Plans and supports family friendly events, including project party, 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 in creating processes and procedures for early childhood education and care that prioritize 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

## QUALIFICATIONS:

**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.

### 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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform 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.
- Proficient in Microsoft Office applications.
- Ability to lift/move up to 40 pounds.
- Be fully vaccinated and boosted against Covid-19; provision of proof required.
- Ability to wear a mask when required.
- Ability to pass a criminal background check.

### Certificates, Licenses, Registrations:

First Aid/CPR training (*provided by Chum*)

Narcan training (*provided by Chum*)

Other trainings, as assigned. (*provided by Chum*)

### SCHEDULE:

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

**TO APPLY:** Send cover letter and resume to [chum@chumduluth.org](mailto:chum@chumduluth.org) with "Teacher" in the subject line, or apply [here](#). Position open until filled.

*CHUM is committed to a diverse workforce. People of Color and people with lived experience of homelessness are strongly encouraged to apply.*