

# **Mt. Ararat Community Activity Center Early Childhood Development Center**

## **Job Announcement: TODDLER LEAD TEACHER**

Classification: Full-time, hourly

To apply: Send resume' and cover letter to: MACAC @ 271 Paulson Avenue, Pittsburgh, PA 15206 or email to info@macac-inc.org. No phone calls please.

Mount Ararat Community Activity Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

## **JOB RESPONSIBILITIES**

- Ensure adherence to the rules and regulations outlined in the Department of Human Services handbook for Child Day Care Centers.
- Plan and implement daily program activities using The Creative Curriculum. Activities should promote the development of skills, social competence and self-esteem and include outdoor activities.
- Understand Keystone STARS performance standards and requirements.
- Coordinate activities of Assistant Teachers and Aides
- Assist the Director with designated activities.
- Assume responsibility for assigned group of children and provide supervision at all times.
- Ensure the environment is safe, clean, sanitary, organized, and conducive to learning and child development.
- Communicate with parents daily regarding their child's progress, activities, incidents, concerns, etc.
- Ensure proper ratios are maintained in the Center at all times.
- Ensure accurate records are kept for each child. This includes sign in/out sheets, changing & feeding logs, incident & accident reports, etc.
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree in early childhood education, child development, special education, elementary education, or the human services field (*or*)  
Bachelor's degree including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and one year experience with children (*or*)  
Associates degree in early childhood education, child development, special education, elementary education, or the human services field and two years experience with children (*or*)  
Associates degree including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and three years experience with children
- Act 33/34 clearances
- FBI clearance
- Two letters of reference
- Valid driver's license
- Physical including negative TB test