



## BEYOND 4 WALLS

*Challenging young lives to explore beyond four walls through expeditions and outdoor discovery*

26990 Eagle Lane | Clark, CO 80428  
970.871.6062 | [www.northrouttcharter.org](http://www.northrouttcharter.org)

**Position:** Early Childhood Center (ECC) Lead Toddler Teacher

**Date Posted:** 3/10/2023

**Location:** NRCCS, Clark, CO

**Date Available:** Summer 2023 and 2023/2024 School Year

**Closing Date:** Until filled

The North Routt Community Charter School is seeking a full-time Lead Toddler ECC teacher. These are full time, or Part time (.5 FTE) benefit eligible positions.

### **JOB TITLE: NRCCS Lead Toddler Teacher**

**Job Goal:** North Routt Early Childhood Center is currently seeking passionate early childhood educators at our beautiful Clark, Colorado campus. Our school provides a professional environment where educators can focus their time on igniting the joy of learning in their students. We are seeking committed educators who embrace progressive quality education that values community, relationships, collaboration, and individuality of children. We are a child-led, exploratory, nature and project based learning environment. We value outdoor education and spend lots of time exploring nature. We are a school where teachers, parents, and the community are collaborators and partners in a child's educational journey.

**Salary:** Position Pay Range \$20.00-26.00, depending on experience.

### **Benefits:**

School Breaks! NRCCS ECC operates on a school schedule PLUS 3 day per week Summer Programming

- Week off in February
- Week off in April
- Week off in June
- Week off in July
- Two weeks off in August
- Fall Break in October
- Week off in November
- Two weeks off in December

District Level Benefits!

- Dental insurance
- Employee discount
- Health insurance
- PTO on top of school breaks
- Professional development assistance
- Retirement plan (PERA)
- Vision insurance
- 24/7 Access to the NRCCS Workout Room

**Schedule:**

- 8.5 hour shift, with a half hour break (school year) and 8 hour shift with a half hour break (Summer Camp)
- Monday to Friday (school year) and Tuesday-Thursday (Summer Camp)
- Overtime

**Primary Responsibilities: The following are examples of primary duties assigned to the Lead Toddler Teacher. Other related primary duties and responsibilities may be assigned.**

- Work in collaboration with colleagues.
- Prepare and maintain a clean, orderly, attractive and regularly updated environment.
- Create an environment of collaboration, respect, kindness and gentleness for all students, and a commitment to working in and fostering an inclusive community.
- Communicate to families in-person daily as well as weekly electronic forms of communication.
- Document each child's learning and development through observation, anecdotal records to create an on-going narrative of the child's growth, and an evolving annual portfolio.
- Support, implement, and document objectives for Teaching Strategies GOLD.
- Conduct home visits and parent-teacher conferences as scheduled and as needed.
- Support children and families with potty training.
- Attend all required staff meetings and recommended training programs (no less than 15 hours per year) and conferences; provide the director with documentation in accordance with state requirements.
- Be flexible and willing to work with children of all ages if necessary, including supervision, play, teaching, cleaning, support with self help skills (eating, toileting, dressing, etc).
- Be familiar with all health and emergency policies of the program and be ready to implement them if necessary. Be familiar with Colorado Minimum Rules and Regulations for Child Care Centers.

**Qualifications:**

- Ability to plan and implement activities utilizing art, gardening, and cooking materials, as well as loose parts play, in an emergent curriculum/project-based school setting.
- Able to plan and implement compelling project-based activities, informed by the interests of the children, with the support of the Director.
- Willingness to support children's social and emotional growth and well being.
- Willingness to work outdoors in a variety of weather.

- Ability to promote and support a warm, safe, and stimulating educational environment that honors each child.
- Ability to support different stages of development and learning styles within one classroom.
- Experience with positive discipline that fosters respect and kindness.
- Knowledge and commitment around diversity, equity, and inclusion practices.

**Must Be ECT/Lead Qualified (or willing to complete) by having one of the following.**

- Child Development Associate (CDA)
- Early Childhood, Elementary, or Special Education Degree
- Early Childhood Teacher Qualification Certificate
- Two ECE College Classes and at Least One Year Verifiable Experience working in Licensed Program
- 21 Hours of PDIS Trainings and at least 6 Months Verifiable Experience Working in a Licensed Program
- All hires will participate in professional development in the field of early childhood education and learn about developmentally appropriate practices. New hires must be fingerprinted and pass a background check.

**License/Certification:**

- CPR Certification (Preferred)
- Early Childhood Certification (Preferred)

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**ESSENTIAL JOB FUNCTIONS:**

**Decision Making:** An example of a typical decision made by an individual in this position is to interpret policies/procedures and best practice. An incorrect decision made by this position could impact the district legally causing financial condition of the district to be affected. Errors made in decision-making could potentially result in substantial cost to the District or damage the credibility of the District.

**Language Skills:** Ability to read, analyze, and interpret general professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond professionally to questions from groups of parents, community members, commissions, colleagues and Board of Education.

**Mathematical Skills:** Ability to calculate figures and amounts such as interest, discounts, commissions, proportions, percentage, circumference, and volume. Ability to apply concepts of basic algebra, and geometry.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract concrete variables. Ability to analyze and use data to supervise the delivery of instruction and the school improvement process.

**Technology Skills:** Proficient use of technology which includes: basic operations and concepts, word processing, spreadsheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory in education. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to copy, coordinate, instruct, evaluate and negotiate. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to discipline students consistent with district procedures. Ability to maintain confidentiality.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is continuously required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and 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. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.

\*This job description states general employment conditions and responsibilities for paraprofessionals and in no way changes or amends the NRCCS's policies, practices, or procedures regarding curriculum, educational methodology or practice, or policies regarding the education of exceptional children.

*This information contained in this job description is for compliance with the American with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

All offers of employment are subject to the successful completion of a CBI/FBI background check. EOE

## Signatures

This job description has been approved by:

ECC Director \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_