

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title: Early Childhood Teacher - Children's Learning Center

Division/department: Office of Advancement/Children's Learning Center

Campus: La Plata

Check one: New PD \_\_\_\_\_ Revised PD XX No changes to PD \_\_\_\_\_

Please identify any similar positions already established within the department:

Early Childhood Teacher I and II \_\_\_\_\_

Is this a Director-Level position? Yes \_\_\_\_\_ No XXXX

Reports to \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Title of Position Reported to CLC Director

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Signature - Dean or President)

Account code(s): 20-0-040210-511103-10

Work schedule: This is a 40 hour per week position that must meet the scheduling needs of the center. Flexibility is required. The center operates Monday - Friday 6:30 a.m. - 6:00 p.m.

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number \_\_\_\_\_ Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

## **POSITION DESCRIPTION FOR:**

### **Early Childhood Teacher - Children's Learning Center**

**1. Core Responsibilities:** Prioritize tasks and responsibilities and summarize them below. Please provide **percentages of time** allotted to each particular task or responsibility, making sure that the **total percentage equals 100%**. Please give specific duties and avoid using generalizations or "other duties as assigned."

100% - The early childhood teacher is responsible for the operation of a classroom and the care and supervision of children (ages 3-5 years old).

- Develops and implements developmentally appropriate curriculum and weekly lesson plans that meet the emotional, physical, intellectual and social needs of each individual child and the group as a whole.
- Responsible for direct interaction with children during self-directed activity time to ensure cooperative learning environment.
- Maintains a daily schedule with a predictable routine.
- Observes and records developmental progress, child behavior, health, and other concerns. Shares information, as appropriate with the CLC Director and/or families.
- Meets with parents during orientation, transition meetings, twice a year for conferences, and as needed throughout the program.
- Assists director with the supervision and training of classroom staff.
- Assists with cleaning and maintains cleanliness in their classroom and throughout the center.
- Maintains a healthy, safe environment.
- Supervises children assigned to group at all times.
- Promotes positive, open communication with families and staff.
- Respects the rights and confidences of the center's children and their families.
- Demonstrates commitment to center's goals and objectives.
- Follows all rules and regulations of the center.
- Attends training as required by the Maryland State Department of Education (MSDE) Accreditation, MSDE Office of Child Care, and MSDE Credentialing.
- Performs other duties as assigned.

**2. Education/Knowledge Required:** Specify required degrees, experience, special skills and abilities necessary for satisfactory performance.

- Must possess bachelor's degree in Education, Administration, or related field and two to four years of instructional experience; or possess associate's degree in Education, Administration, or related field and seven years of instructional experience and have demonstrated progress to obtain and willingness to complete bachelor's degree
- Must meet and maintain Child Care Teacher qualifications as required by the Maryland State Department of Education under COMAR 13A.16.06

- Must obtain Maryland Child Care Credential requirements for Level 6 within first 12 months of employment and maintain credential annually
- Must possess CPR/First Aid certification or willingness to obtain required
- Must obtain medical clearance to work in a child care setting and successfully pass criminal background checks

- 3. Supervision:** List all position titles reporting directly to this position, full-time or part-time. Include student assistants, temporary, permanent and part-time faculty supervised in a typical semester or year.

None

- 4. Internal & External Contacts:** Identify contacts required within and outside the college, and purpose of contacts. (Example: Contacts vendors for supplies and materials; or meets with tri-county public and private employers to determine training needs)

Day-to-day interaction with the director, children, families, staff, college community and prospective families and children.

- 5. Guidelines/Procedures/Regulations:** Identify guidelines, procedures, instructions, regulations and laws within which the position functions. Be specific.

Requires knowledge of applicable laws and regulations pertaining to the Maryland State Department of Education (MSDE) Accreditation, MSDE Office of Child Care, and MSDE Credentialing.

- 6. Communications:** Please describe the written and verbal skills required for the position.

This position requires effective oral and written communication skills with the ability to interact with diverse groups. This position promotes positive, open communication with children, families, and staff while respecting confidentiality. The incumbent will communicate in person, over the phone, and through written reports with center families and staff.

- 7. Role Complexity:**

This position requires the incumbent to observe children's development and plan developmentally appropriate lesson plans that are individualized for each child. The employee must utilize good judgment in responding to emergencies. Non-routine questions are referred to the director.

- 8. Creativity & Innovation:**

Incumbent must demonstrate creativity within their classroom to develop and implement age appropriate plans to meet individual children's needs.

**9. Impact:**

This position provides leadership to the classroom interacting with coworkers, center children and families.

**10. Fiscal Responsibility:** Describe the fiscal responsibility. Include total dollars that the position directly controls.

Employee may request supplies within assigned classroom budget.

**11. Physical Working Environment:** Describe the physical working environment and list any hazardous and toxic substances used in the performance of duties.

- Ability to lift a child weighing up to 50 pounds, kneeling, sitting on floor, bending, stooping etc.
- This is a 40 hour per week position that must meet the scheduling needs of the center. Flexibility is required. The center operates Monday - Friday 6:30 a.m. - 6:00 p.m.