

**JOB OPENING (JOB CODE: HS004)**

[JOB TITLE:] Classroom Teacher II

[SALARY BASE:] \$14.68/Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Aurora, Beaver Dam, Plymouth, Amery,  
Plainfield, Spring Lake & Montello

[STATUS:] Full Time [TERM:] Regular & Temporary

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] \*See Summary

[JOB TYPE:] External/Internal

**[SUMMARY:]**

**\*18 Regular (on-going) full time position available.**

**\*8 Temporary (seasonal) full time positions available.**

Under the direct supervision of the Child Development Coordinator (CDC) and/or Center Manager (CM)/CDC, the Teacher will implement the Education Program, which includes developing age-appropriate classroom environments, lesson plans, conducting child screenings and ongoing assessments, home visits and tracking child's progress through outcomes geared towards school readiness in accordance to Head Start Performance Standard (HSPS), UMOS policies and procedures and the UMOS Work plan (The Model). The Teacher will ensure the health and safety of children and supervise children at all times. The Teacher will oversee, support, and provide guidance to Teacher Trainees and Volunteers. The Teacher will implement the Child and Adult Care Food Program (CACFP) and ensure that delivery of services will be based on the principles of the Parent Family Community Engagement (PFCE) Framework and Child Development Early Learning Framework (HSELOF).

**[JOB DUTIES:]**

1. The teacher will A.) Schedule, complete and track all required home visits and parent/teacher conferences, B.) Schedule and complete child developmental screenings and ongoing assessments, C.) Ensure collection of and timely online entry of classroom observations and documentations (MyTeachingStrategies), D.) Complete ongoing assessment finalization checkpoints for all children within the specified time frame for each event. (MyTeachingStrategies), E.) Use those results to create/update individualized plans in conjunction with parents to address each child's needs and track child's progress.
2. The Teacher will plan and implement indoor and outdoor learning environments and experiences by implementing the Creative Curriculum System, UMOS School Readiness Plan, and the Head Start Early Learning Outcome Framework.
3. Implement daily activity plans, field trips, and transition activities and submit completed, legible, required documents to the Child Development Coordinator and /or CM/CDC in a timely manner.
4. The teacher will participate in the development of Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) through the referral of any child with a suspect screening or exhibiting suspect behaviors as well as providing input on goals, and ensuring Individual Goals are integrated into the individualized plans and lesson planning that includes tracking progress of child through case recordings.
5. The Teacher will maintain required documentation (including but not limited to child roster/absentee list, meal count, classroom child file, case notes, developmental screenings and assessments, etc.) on children and classroom activities and submit written reports to the Child Development Coordinator and /or CM/CDC in a timely manner.
6. The Teacher will maintain written and verbal communication with families that captures ongoing dialog with parents regarding the developmental progress and other pertinent information regarding their child using the PFCE Framework. Such examples include, but are not limited to red bag notebooks, visit/conference forms, and parent notifications.
7. The Teacher will implement and document the Child Adult Care Food Program (CACFP) in accordance with federal state and local regulations that includes conducting and participating in family style meals according to the UMOS procedure.
8. The Teacher will implement required health and safety policies and procedures including, but not limited to storage of poisonous and hazardous materials, conducting health and safety checklists, daily child observation, diapering, injury/accident prevention, child accident reports, sanitizing, cleaning and universal precautions.
9. The Teacher will participate in the ongoing weekly generation and collection of non-federal share (in-kind) and such examples include, but are not limited to home activities and classroom volunteers.
10. The Teacher will use positive guidance strategies to help children learn, monitor, and promote positive behaviors. Strategies will include, but are not limited to approved classroom design, limit signs, proactive planning, clear expectations and positive reaction.
11. The Teacher will report suspected child abuse and neglect in accordance to state law and UMOS policies and procedures.
12. The Teacher will conduct direct sight and sound supervision of all children at all times and demonstrate active supervision. Examples include, but are not limited to posted playground supervision maps showing teacher placement, sitting on the floor during play, bending to a child's level to engage with them, walking around and monitoring the classroom, and actively engaging in various projects, activities, and choice play within learning centers. The Teacher will be responsible for the Active Supervision process.
13. The Teacher will communicate, assist, and work with other staff in the coordination and assistance with arrival and departure of children at the center, set up and clean-up of the indoor and outdoor environments, and work with bus staff to ensure communications from center to parents, and parents to center are clearly explained and delivered.

14. The Teacher will attend all staff meetings, trainings and center activities as assigned by the Center Manager and /or CM/CDC.
15. The teacher will submit all documentation that is legible, accurate, and on time
16. Perform other duties as assigned.

**[QUALIFICATIONS:]**

1. Be 21 years of age
2. Must have an AA in Early Childhood or related field and/or have completed 30 college credit hours towards attainment of AA in Early Childhood or related field of which 15 college credit hours must be in Early Childhood Education and/or acquired an Infant and Toddler CDA (Infant and Toddler classroom only).
3. Preferred teaching experience with children ages 0-5.
4. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written)
5. Must have basic computer skills to include but not limited to data entry and internet.
6. Have reliable transportation; hold a valid driver's license with adequate car insurance.
7. Work flexible and/or irregular hours with some travel.

**CONDITIONS OF EMPLOYMENT**

**Employment with UMOS is contingent upon successful completion of:**

1. Criminal background check prior to employment.
2. Physical exam and TB test showing absence of Tuberculosis within 30 days of employment.
3. Complete Shaken Baby Training prior to working with children,
4. Fire Extinguisher Training,
5. Proof of certification in Infant/Child CPR and First Aid within 30 days.
6. MyTeachingStrategies training modules and become reliable in MyTeachingStrategies within 30 days.
7. Preschool Only-CLASS testing modules within 30 days of CLASS training
8. Register and provide evidence of Wisconsin or Missouri Registration.
9. Must submit all relevant educational documentation at the time of application

**WORK ENVIRONMENT**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

- 1) employee is frequently required to stand, walk, sit, bend;
- 2) occasionally required to lift and /or move up to 40 lbs.;
- 3) occasionally required to drive;
- 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment;
- 5) moderate to high noise level, occasionally;
- 6) occasionally required to ride school bus;
- 7) exposed to bumpy travel conditions.

**Tools & Equipment Used:**

- a) phones, computer system;
  - b) fax machine, copy machine, laminator, calculator;
  - c) first aid equipment, fire extinguisher.
- \* Usage varies by position

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

*Equal Opportunity Affirmative Action Employer*

3/20/2019