

NUCKOLLS COUNTY CHILDCARE CENTER - TEAM MEMBER

NC3 Team Member: Job Description

We are seeking a highly motivated and experienced person to join our team. As a Team Member, you will be responsible for creating and implementing engaging lesson plans, managing classroom activities, and providing a nurturing and educational environment for children alongside NC3's Director and Assistant Director.

This position reports to Nuckolls County Childcare Center Director.

Key Duties and Responsibilities:

- Create a positive and inclusive classroom environment that promotes learning and growth.
- Utilize effective classroom management techniques to ensure a productive learning environment.
- Develop and implement age-appropriate lesson plans that align with curriculum objectives put in place by NC3 Director.
- Provide individualized attention and support to students with special needs or learning challenges.
- Collaborate with other teachers and staff to develop and implement strategies for student success.
- Monitor student progress and provide ongoing feedback to parents/guardians.
- Maintain accurate records of student attendance, behavior, and academic performance.
- Participate in professional development opportunities to enhance teaching skills.
- Follows policies, methods, and procedures and makes recommendations of modifications as is necessary for the proper functioning of NC3.
- Attend and complete additional educational trainings as required by State Guidelines or NC3 facility.
- Other duties as assigned by NC3 Director.

Additional Knowledge, Skills, and Experience Required

- Previous experience in a childcare or educational setting preferred.
- Strong knowledge of child development principles and best practices.
- Familiarity with special education strategies and techniques.
- Experience in behavior management and implementing positive reinforcement strategies.
- Ability to develop and adapt curriculum to meet the needs of diverse learners.
- Ability to work well with others (staff, children, and parents) and to foster a team environment.
- Infant/child CPR and First Aid certified. (Can be provided by Brodstone)
- Must clear a full background check.
- Must pass a health screening.
- Additional state qualifications listed on next page

Employment Type: Full-time/Part-time, Hiring Multiple Candidates

Wage Range: \$15.50 per hour

Staff Qualifications

- Teacher/Assistant Teacher
 - Be at least 18 years of age and of good moral character, and must meet one of the following requirements:
 - Have a high school diploma or GED, AND
 - 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer of supervisor; OR
 - Submit a written plan to the Nebraska Department of Education for approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed 6 months.
 - Submit plan and NDE approval to the department for final approval. The licensee must maintain a copy of the written plan and Department approval for Department review.
 - Have a Child Development Associate Credential; or
 - Hold an associate degree or bachelor's degree from an accredited college or university in early childhood education, education or child/youth development
- Substitute
 - Meet the age requirement for the position s/he is assuming and must meet the staff requirement for the position s/he is assuming, if the substitute works over 20 hours per week and is counted in child-staff ratio.
- Support Staff
 - At least 16 years of age. Supervised by the Director and/or Teacher at all times and must not be left alone with any children other than their own.
- Volunteer/Parent Helper
 - Supervised by the Director and/or Teacher at all times and must not be left alone with any children other than their own.

Verifying documents must be attached to their Qualifications sheets and included in their staff files (i.e. HS diploma/GED, reference letters, NDE plan, degrees/certificates, or other credentials).

Training

Before officially starting at NC3, all staff will attend an orientation training where the following will be completed:

- Background checks and Fingerprinting
- Job duties and responsibilities;
- Infection control practices including proper hand washing techniques, personal hygiene, and disposal of infectious material;
- Information on abuse, neglect and sexual abuse of children and the state's reporting requirements;
- Child care center regulations;
- Evacuation plans in the event of fire;
- Safety plans in the event of a tornado;
- Emergency preparedness in the event of a natural or man-made disaster; and
- The center's method of interacting with children and discipline policies.

Other training

- All staff are required to complete orientation training, CPR/First Aid, Prepare to Care, and Safe with You.
- Staff who handle food must complete an annual 4 hour food service training.
- Full time staff (20+ hours) are required to complete 12 hours worth of training each year.
- Part time staff are required to complete 6 hours worth of training each year.
- 75% of the center's full-time staff must complete at least 1 Early Learning Guideline (ELG) each year.