



Job Description

Position: Relief Nursery Therapeutic Assistant Teacher - Spanish/English Preferred

Vision: A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

Mission: Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: The Teacher will be responsible to help in the planning, implementing and evaluating programs and activities designed to address the individual and developmental needs of children, ages 24-36 months 3-5 years of age enrolled in the Relief Nursery. This position will also be responsible for helping to implement developmental knowledge to parents/guardians/care-givers.

Qualifications: AA early childhood and eligible for a Step 9 on the Oregon Registry and a minimum of 1-year early childhood experience. Must have early childhood knowledge/ability to respond appropriately to each child's developmental level, to nurture and support each child's feelings and self-esteem; to establish clear limits for behavior; and to form positive relationships with families. Experience/background working with families with multiple risk factors, flexibility, good organizational skills and the willingness to work as an engaged, supportive member of a team is helpful. In addition, must have an agreement with the OMCCF and Relief Nursery missions.

Responsible to Whom: The Teacher is immediately responsible to the Therapeutic Classroom Teacher/Home Visitor.

Responsibilities:

1. Responsible for Children's Educational Program including:
 - A. Helping to plan and implement a developmentally appropriate educational program and providing a therapeutic environment that reflects the OMCCF and Relief Nursery philosophy in both the therapeutic and respite classrooms.
 - B. Helping to assess children's developmental needs and integrating them into the curriculum and classroom environment and maintaining data and written records regarding daily activities and progress as assigned.
 - C. Helping to communicate information related to children to community agencies and other professionals as needed to ensure comprehensive service provision.
 - D. Helping in the facilitation of transition planning as indicated.

- E. Ensuring the safety of the children in the classroom, on the playground, during community events or on field trips, including the ability to lift up to 50 lbs.
 - F. Transporting children to/from school as appropriate.
 - G. Coverage for other teachers during absences, breaks, etc.
2. Responsible for Parent Support and Information including:
- A. Helping to provide parent support and information services to parents in ways that are consistent with the OMCCF philosophy and Relief Nursery Oregon Administrative Rules (OAR's).
 - B. Helping to ensure that information regarding child's assessment, goals and objectives and daily progress is regularly conveyed to parents.
 - C. Working cooperatively with staff, interns, volunteers and community partners to support the mission of keeping children safe and strengthening families.
3. Shared Responsibility in program and center operation including:
- A. Helping to provide immediate supervision and support for volunteers and interns working in the classroom.
 - B. Helping to maintain a therapeutic and nurturing environment, supplies and equipment.
 - C. Helping to ensure that family files are appropriately maintained and are up-to-date, including health and attendance records, developmental assessments, accident and medication forms, permission and release forms, etc.
 - D. Communicating with the Teacher/Home Visitor about routines, events, problems, family concerns and center maintenance needs to support a team approach.
 - E. Participation in therapeutic classroom team meetings.
 - F. Participation in regular supervision, demonstrating a self-reflective capacity
 - G. Participating in Relief Nursery and OMCCF meetings, committees and training.
 - H. Menu planning and grocery shopping as needed.
 - I. Participation and support on home visits as needed.
4. Other Related Duties as assigned including:
- A. Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
 - B. Maintaining and updating pediatric first aid/CPR, food handler's certification, mandatory reporting, background check through the Central Background Registry, health and safety training and approved auto insurance and a good driving record.
 - C. Grooming as appropriate for the job.
 - D. Reporting at regular working hours, being punctual and using an appropriate work ethic.
 - E. Demonstrating good phone skills (courteous and positive) when representing OMCCF and Relief Nursery interests.
 - F. Writing in a clear, concise manner.
 - G. Participating in staff development activities and fundraising events.
 - H. Following established standards, policies and procedures of OMCCF and Relief Nursery OARs.
 - I. Enrolling in & obtaining at least a Step 9 on the Oregon Registry (if not already enrolled)
 - J. Enrolling in Oregon Registry Online
 - K. Creating a Professional Development Plan with supervisor
 - L. Engaging in a minimum of 24 hours of training per year

I have received, reviewed and fully understand the job description for the Relief Nursery Therapeutic Assistant Teacher - Spanish/English Preferred. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Signature

Date