



## Job Description

**Position:** Relief Nursery Therapeutic Classroom Teacher  
**Location:** Old Mill Center Relief Nursery - Monroe, OR  
**FTE:** .75 – 1.0 (30-40 hrs/wk)  
**Pay Range:** \$14.50 - \$16.50 per hour

**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 (OMCCF) 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 for helping with the planning, implementing, and evaluating of programs and activities designed to address the individual and developmental needs of children enrolled in the Relief Nursery (RN). This position will also be responsible for communicating with parents/guardians/caregivers about RN programming.

**Qualifications:** The Teacher will possess a strong interest in early childhood education, a willingness to work toward a Step 7.5 or higher in the Oregon Registry Online (ORO), and be able to demonstrate the 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 and 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. A minimum of an AA in early childhood education is preferred.

**Responsible to Whom:** The Teacher is immediately responsible to the Monroe Relief Nursery Site Director as well as the Relief Nursery Program Manager.

### 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.