



Primary Caregiver

Position: Part – Time 10-30 hours per week

Wage: \$12.15 – 14.00 per hour DOE

Description

This position is one that requires exemplary care of children. A person filling this position will be a direct support to the Lead Teacher and will be left in charge in the absence of one or more Lead Teachers. This position will be required to maintain all qualifications for regulation of a Lead Teacher (ECLT), including maintaining status of a Level 2 or above on the Early Childhood Project's Practitioners Registry, current CPR & Pediatric First Aid, 16 new Professional Development hours each year. This person will maintain a high standard for the health and safety of the children of the center and will be the contact person for parents and guardians during times when teachers are unavailable.

Commitment: To provide exemplary care and education to young children.

Responsibilities:

- Provide exemplary care and maintain the health and safety of up to 20 children in a classroom and care environment
- Build and maintain relationships with families by communicating with them regularly
- Assist the Lead Teacher in planning, preparing and implementing daily activities, recordkeeping, and supervision of assistant teachers and volunteers.
- Meet with the Lead Teacher regularly to maintain cohesive structure for the care and education of the children, discussing classroom needs, challenges and programming.
- Accept the responsibilities of the Lead Teacher in their absence.
- Uphold and model the mission, vision, policies and procedures of Canvas Early Learning Center
- Maintain a neat, tidy, sanitary indoor and outdoor environment.
- Assist in the training and guidance of new team members to maintain a team-centered environment

Requirements:

- **Education:**
 - CDA or Early Childhood Certificate
 - Level 2 or Higher on Early Childhood Practitioner's Registry
- **Experience:** 2 years' experience working with young children as a caregiver or educational provider
- **Provide** a copy of immunizations and fingerprints in accordance with State Licensure
- **Knowledge:**
 - have a basic understanding of licensing requirements, Montana Early Learning Standards, CACFP, and NAEYC standards and be able to apply this knowledge to classroom experiences

- Facilitating learning using developmentally appropriate practices.
- Positive Guidance as a tool for classroom management and maintaining a calm learning environment
- If not already known, a willingness to learn technology and tools such as Microsoft Office applications, Child Care management hubs, etc. to maximize use and troubleshoot issues.
- **Abilities:**
 - Follow instructions , show initiative and work with the Lead Teacher
 - Demonstrate flexibility, good moral character, and a high standard of ethics when learning new tasks, interacting with others, and completing a variety of tasks in a team-centered environment
 - Exercise good judgement and diplomacy in all situations; especially when involving families and community or the safety of the children.
 - Move in accordance with the children and lessons. Must be able to sit in low chairs, stand, run, jump, crawl, crouch, etc. in indoor and outdoor environments
 - Perform CPR and First Aid
 - Advocate for the children and the families.
- **Training:**
 - Complete all initial training, within a stated framework, in accordance with State Licensure.
 - Register on the Early Childhood Project’s Practitioner’s Registry, or update account, immediately upon hire, and maintain a current status
 - Complete additional training as needed to maintain a current status on the ECP Registry.
 - Obtain or renew CPR and Pediatric First Aid certification within the first 30 days of employment.

Preferred Qualifications:

- Associate Degree or Bachelor’s Degree in Early Childhood Education
- 2- years’ experience working in a licensed child care or early childhood educational setting as a caregiver.
- Ability to cook and prepare meals and snack, read and follow a recipe, and modify recipes to account for number of servings needed.