

Group Supervisor/Assistant Group Supervisor Position:

Westminster Child Development Center is a Keystone STARS 4 accredited child care center located in the South Hills of Pittsburgh. We are currently accepting applications for a full time qualified early childhood educator.

Our center provides part time and full time childcare in an educational based setting utilizing early childhood education best practices. We provide care for infants through Pre-Kindergarten aged children. If you are an individual who can provide a high quality early childhood educational experience to the children within our care, please apply. We are looking for energetic, compassionate caregivers and educators who have a love for children to join our team.

Our center operates from 7:00 a.m. – 6:00 p.m. Monday-Friday.

Essential Duties & Responsibilities Include, but are not limited to the following:

- Assisting the teaching team in planning and implementing the program in accordance with the philosophy and objectives.
- Assisting in planning and maintaining a physical environment that is conducive to meet the objectives of the program.
- Performing tasks as directed by the supervisor which include the order, décor, cleanliness of the classroom, preparation of classroom tasks, and provide assistance to the children as needed.
- Assuming an equal share of housekeeping responsibilities of the staff in all jointly used areas.
- Participating in all classroom activities.
- Conferring with the teaching team about daily/monthly plans, responsibilities, and progress of children.
- Attending all staff meetings.
- Participating in in-service and other recommended training, conferences, or additional aspects of professional growth.
- Assisting in public relations events sponsored by the school such as Open House, annual fundraiser, etc.
- Being responsible for proper care and storage of materials equipment and for the ordered arrangement and appearance and décor of the learning environment.
 - On an on-going basis, plan, evaluate and improve the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
 - Provide responsive care to all children by adapting daily routines and plans to the interests and needs of the individual child and the group.
 - Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
 - Maintain ongoing, open communication with families.
 - Provide a classroom environment that encourages family participation.

- Ensure that each family receives an opportunity to build strong relationships and experience clear communication with teaching staff.
 - Implementing methods of establishing a positive relationship with the parents, and participating in activities designed to include parents in the education of children.
 - Maintain accurate, complete and timely records.
 - Completes ratio and attendance records.
 - Completes and reports any symptoms of child abuse to supervisor and/or child abuse hotline.
 - Completes daily health checks regarding hygiene, safety, and overall well-being of the children.
 - Assures a healthy, safe, clean and developmentally appropriate environment for children.
 - Reports all staffing and classroom concerns to supervisor in a timely manner.
 - Participate in ongoing development and evaluation of center's goals and objectives.
- Informing supervisor of any unusual circumstances within the classroom.
 - Meet all applicable licensing regulations.
 - Any other duties assigned by supervisor.
 - In accordance with our team philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS

- High School Diploma or GED and 30 credit hours in early childhood education, special education, elementary education or the human service field.
- High School Diploma or GED including 600 or more hours of related training.
- High School Diploma or GED, 15 credit hours in early childhood education, special education, elementary education or the human services field and 1 year experience with children.
- High School Diploma or GED and 2 years' experience with children ages birth to 6 years old.

Or

- Valid CDA credential and 1 year of experience with children

SKILLS & ABILITIES

- Early Child Development knowledge and experience.
- Knowledge of Developmentally Appropriate Practices.
- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.

- Ability to use the computer to input developmental data.
- Ability to effectively plan, organize and implement educational activities.
- Ability to make decisions on behalf of children and protect their well-being.
- Must be able to manage confidential information.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walks
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.

Job Types: Full-time, Part-time

Pay: \$13.50 - \$15.50 per hour

Benefits:

- Dental insurance
- Employee discount
- Life insurance
- Paid time off
- Retirement plan

Schedule:

- Day shift
- Monday to Friday

COVID-19 considerations:

COVID-19 VACCINATION REQUIRED. Universal Masking in place.