



## **Loxton Lutheran School Early Learning Centre Inc.**

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ABN: 74 761 361 828

### **Job Description – Early Childhood Educator**

The Early Learning Centre Lead Teacher, along with the ELC Director, is responsible for developing and implementing a developmental appropriate play-based, educational program for children aged 3 – 5 years . The curriculum must meet the emotional, physical, cognitive and social needs of both the individual child and the group.

### **Essential Duties and Responsibilities**

1. Greets the child in a warm and friendly manner.
2. Read each individual child's file and is knowledgeable about their medical and developmental histories.
3. Interacts with the children and encourages their involvement in activities.
4. Provides a warm, safe, and caring environment.
5. Plans, prepares, and implements daily activities (indoor/outdoor) as they relate directly to the children's needs and the set curriculum.
6. Responsible for the health, welfare, and safety of the children.
7. Encourages children to become independent and provides overall supervision of toileting and bathroom time.
8. Oversees all mealtime/snack time activities.
9. Maintains daily attendance records.
10. Maintains ongoing development records for each child, including keeping records of all developmental skills (physical, social, emotional, and cognitive).
11. Keeps a "portfolio" of each child's progress, including photographs, samples of their artwork, writing etc.
12. Maintains good communication with parents on a daily basis through the use of daily notes and verbally.
13. Supervises, trains and utilises assistant teacher's (and volunteer's) skills and abilities.
14. Works with other staff members to form a positive, supportive team atmosphere.
15. Ensures confidentiality of privileged information.
16. Maintains adherence to all company policies and procedures, including safety requirements.

### **Periodic Duties**

1. Attends staff meetings as deemed appropriate by the Director
2. Attends all supervisory meetings, team planning meetings and curriculum meetings scheduled by the ELC Director.
3. Attends workshops, conferences, and any other in-service training sponsored by the Early Childhood Centre, the LSA and /or other educational organisations, as approved and instructed by the Early Childhood Director.

## **Minimum Position Requirements**

1. Ability to effectively interact and relate to the children in a developmentally appropriate manner.
2. Must be sensitive to individual children's differences and needs, and be willing to adjust the program and curriculum to meet those individual needs.
3. Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
4. Must be able to relate with and speak to parents in a respectful and courteous manner.
5. Must be willing to work in a team environment; be willing to share ideas and be open to other's ideas; be flexible and willing to compromise.
6. Must meet the minimum qualifications outlined by ACECQA in order to meet the qualified staff member requirements.

## **Relationships**

Responsible for maintaining positive, courteous and professional relationship with the following:

1. Children in the Early Childhood Program.
2. Families of the children enrolled in the program.
3. All Early Childhood and LLS Staff including other teacher, administrative staff and Director.
4. The wider community.