**Literacy Green Bay   
Job Description**

**Early Childhood Instructor/Childcare Teacher**

**REPORTS TO:** Program Manager

**PAY:** $12.50 hourly

**HOURS:** Up to 6 Hrs./Week, Mornings (8:45 to 11:45 a.m.) and/or Evenings (4:45 to 7:45 p.m.) Monday and Wednesday and/or Tuesday and Thursday.

**Major Duties and Responsibilities:**

* Work with Program Manager and program staff to meet the goals and objectives of the Children First Family Literacy Program and/or Childcare program
* Plan activities that foster language and literacy development of the children
* Provide a stimulating environment and learning situations to enhance children’s growth and development
* Follow Literacy Green Bay policies on toileting, discipline and emergencies
* Assist in assessing children’s language, literacy and school-readiness skills upon entry and at program year-end (Children First Family Literacy only)
* Promote positive self-esteem through praise and encouragement
* Participate in and plan parent/child together (PACT) activities with Parenting Instructor (Children First Family Literacy only)
* Provide specialized attention to each child/parent, responding to needs and characteristics of each individual
* Assist with maintaining logs and records on each child to assure quality instruction and care
* Assist with snack time
* Maintain a safe, sanitary and positive learning environment (room furnishings, toys, etc.)
* Other duties as defined by the Program Manager

**Other Duties and Responsibilities:**

* Familiarity and ease in dealing with diverse ethnic, racial and linguistic groups
* Diplomacy and tact in dealing with the public, families, participants and all other agencies and community organizations
* Ability to communicate effectively and work with varying age groups of children
* Dependable, self-starter and detail oriented
* Ability to be flexible and work cooperatively with different staff and agencies

**Minimum Qualifications:**

* Minimum: High School Diploma or GED with Childcare experience
* Preferred: 2-year Associate Degree in Early Childhood from an accredited college or university
* Patient, nurturing attitude and respect for children of all abilities, cultures and backgrounds
* Knowledge of Best Practices for early childhood development and instruction
* Must pass a Background Check

Interested Candidates Should send complete application or resume to Program Manager, Kelly Severson at [kseverson@literacygreenbay.org](mailto:kseverson@literacygreenbay.org) or call 920-435-2474 ext 108.