



CMBC Learning Center Job Description  
Job Title: Education Specialist (Teacher)  
Reports to: CMBC Director  
Created: December 17, 2018

## General Summary

The Education Specialist educates students and provide a caring and supportative environment to children enrolled in the CMBC Learning Center. The Education Specialist will be responsible for planning, organizing and preparing for students daily by teaching, coordinating, implementing activities and managing the classroom. He or she must be sensitive, able to adapt easily, well-spoken and able to relate well to children and parents. The education specialist must also be willing to fulfill responsibilities in accordance with the curriculum and educational philosophy of CMBC Learning Center.

## Essential Functions

- Planning
  - Preparation of lesson plans for implementation in the classroom in accordance with the philosophy and curriculum of CMBC Learning Center
  - Organize and guide activities such as art, dramatic play, manipulative play, story time, and other academic activities
  - Prepare plans to adapt to the needs of the individual child with concerns for his/her interest, handicaps, special talents and individual style of learning.
- Daily Responsibilities
  - Greet children and parents cheerfully.
  - Supervise nap/rest period, indoor and outdoor activities
  - Attend to the welfare of the child (diaper changing, toilet training, feeding times, etc.)
  - Manage classroom transitions
  - Serve breakfast, lunch and snacks and assists in feedings
  - Provide a safe environment
  - Provide appropriate attention and affection to all children
  - Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
  - Observe and evaluate children's performance, behavior, social development, and physical health.
  - Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
  - Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
- Record Keeping
  - Maintain daily attendance records and parent communication correspondence.
  - Document all accidents, illnesses and incidents occurring at the center.
  - Maintain daily records for meals served for Food Program Assistance
  - Recognizing, reporting and documenting suspected child abuse
  - Prepare reports on students and activities as required by administration.
- Professional Growth
  - Attending required staff meetings
  - Participation in recommended training programs, conferences, courses and other aspects of professional growth.

- Maintain confidentiality about children, their families, and other employee's personal information outside the center.
- Performs other related duties as assigned

### **Education and Experience**

This position requires a minimum of a high school diploma or GED, a minimum of three years of verifiable experience in a childcare setting, nursery or elementary school is required. Some college or CDA credentials preferred, but not required.

Applicant must be adult and child CPR, first aid and AED certified within 30 days of hire.

### **Physical Requirements**

This position primarily works in a typical childcare environment which includes indoor, outdoor and daily transitional activities. This position is required to walk, talk, listen, speak and stand to interact with children, parents and staff members. Must be able to lift up to 50 pounds, stoop, crawl, and kneel to assist children. Work is conducted in a busy, fast-paced and rapidly changing environment. The ability to manage stress and reason through complex, sensitive and confidential childcare situations is required. This position is hourly and may be expected to work overtime occasionally. A flexible schedule is required since the hours of CMBC Learning Center are from 6:30 am until 6:00 pm.

### **Travel Requirements**

Field trip travel may be required for this position.

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