

FRIENDS ASSOCIATION FOR CHILDREN
1004 SAINT JOHN STREET
RICHMOND, VA 23220
(804)644-2357

TEACHER I (INFANT II)

- I. **Qualifications:** Early Childhood Certificate from an accredited college with at least 30 semester hours or two years of college, preferably with early childhood concentration and six months programmatic experience in the group care of infant, toddler or preschool children. Must have not been convicted of a felony or misdemeanor related to abuse, neglect or exploitation of children or adults. Required to be drug free, of good character and reputation, literate, capable of performing assigned tasks, demonstrated ability to work with children, willing and capable of benefiting from training and supervision and ability to effectively communicate with children, parents, emergency and other resource and support personnel. Must be sensitive and responsive to the cultural difference of consumers and center personnel and constituents.
- II. **Responsibilities:** Instructs and supervises infant or toddler classroom enrollees.
- III. **Duties:**
 - A. Plans and carries out daily classroom activities.
 - B. Directs the activities of teacher assistants.
 - C. Prepares and arranges educational materials.
 - D. Maintains equipment and wholesome classroom environment.
 - E. Serves as liaison for parent activities and keeps parents informed on development of children.
 - F. Works with social worker on services for children and their families.
 - G. Maintains educational records on children.
 - H. Maintains medication records.
- IV. **Reports To:** Lead Teacher/Center Coordinator
- V. **Salary:** \$16,000 – 20,000
- VI. **Benefits:** Vacation, sick leave, tuition assistance, childcare discount, paid life and disability insurance, retirement plan with company match and partial paid health insurance.
- VII. **Location:** Robert L. Taylor Childcare Center (929 North 26th Street)
- VIII. **To Apply:** Download an application on the Careers page or obtain in person at either of the two FRIENDS locations and submit resume to:

Human Resources Department
FRIENDS Association for Children
1004 Saint John Street, Richmond, VA 23220
FAX: (804) 644-0509
EMAIL: jobs@friendsassn.org

FRIENDS Association for Children is an equal opportunity provider and employer