



9135 Stahala Drive, El Paso, TX 79924
www.suncitychristian.org/sun-city-cdc/index.html

Job Title: Sun City Child Development Center Teacher/Clerk

REPORTS TO: Child Development Center Director

PRIMARY FUNCTIONS: The Sun City Child Development Center is an organization committed to excellence and inspiration in early childhood and elementary education. We pride ourselves in being a Child Development Center that provides a curriculum that will prepare children to be lifelong learners. Our center is seeking an energetic, enthusiastic, and motivated individual to provide clerical support, transportation, early childhood classroom teaching and learning activities in assigned classrooms for children from birth to 12 years old.

ESSENTIAL JOB FUNCTIONS:

- Assists Director and/or Assistant Director in:
 - clerical, transportation and classroom functions of child development center;
 - supervision of programs and/or staff of the child development center as needed;
 - ensuring developmentally appropriate curriculum is implemented in all functional areas including, but not limited to, social, emotional, cognitive and physical development of children from birth to 12 years old in a nurturing and appropriate environment.
- Interacts positively with children individually and in small or large groups throughout the day.
- Ensures a safe, healthy and stimulating learning environment. May perform daily health checks of children and daily safety checks of indoor and outdoor environments. Ensures the healthy development of children through appropriate supervision of meals, snacks and rest time while providing positive guidance through discipline and classroom supervision techniques.
- Maintains equipment and supplies required for appropriate curriculum and requests replacement as required. Orders and receives supplies as needed or required.
- Ensures compliance with Texas Department of Family and Protective Services (TDFPS) minimum standards and childcare center standards, policies and procedures.
- Enrolls participants in Electronic Funds Transfer when requested. Handles cash, checks and credit card transactions for registrations and other child development programs and services.
- Answers telephone and responds to personal inquiries regarding programs and services, enrolls children in care and provides positive customer service.
- Inputs and provides accurate record keeping and reporting including attendance records, receipts and deposits, statistical data, timecards review, USDA reports and contract reports.
- Maintains child and staff files to include training documentation and copies of records sent to be filed in personnel folders at Human Resources.
- Develops and maintains positive relationships with parents and participants through positive communication. Constantly interacts positively with parents, clients, staff and center personnel. Always conducts self in professional manner in all interactions.
- Once van-certified, safely operates agency vehicles of 15 passengers or less for program-related activities under specific and detailed instruction ensuring childcare center policies and

- procedures for transportation are always followed. Accounts for the presence of all participants to and from trip.
- Maintains logs of mileage, destination, fuel and pick up and delivery times to and from program. Routinely verifies and recommends maintenance of company vehicle(s). Responsible to report any problems, difficulties, repairs, maintenance needs or violation of transportation policies and procedure immediately.
- Keeps vehicle fueled; and ensures vehicle is clean, safe and mechanically always sound .
- Always conducts self in professional manner in all interactions
- Attends training and meetings as required, including participation annually in 30 hours of training.
- Complies with Texas Department of Family and Protective Services (TDFPS) minimum standards.
- Maintains any required certifications and notifies supervisor of any change to personal driving record, including moving violations.
- Participates in and attends parent functions as required.

ADDITIONAL JOB FUNCTIONS FOR ALL EMPLOYEES:

- Interprets, role models, and enables the child care center mission, core values to employees and the public.
- Follows all childcare center policies and procedures, including safety procedures, at all times
- Communicates with all levels of staff and public as appropriate to the job.
- Conducts and attends meetings and training sessions as required, including participation annually in 30 hours of training per TDPRS minimum standards.
- Responsible for all equipment, supplies, documents and materials related to job.
- Communicates all problems and questions to supervisor.
- Complies with all federal, state, and local regulations.
- Assures proper storage of all records.
- May perform duties of assigned staff as needed; and performs other duties as required by supervisor.

JOB QUALIFICATIONS:

- High school graduate or equivalent required.
- Must be at least 18 years of age.
- Two (2) years experience in general office, clerical, data processing or secretarial position with one (1) year child care clerical or direct care experience; or equivalent combination of experience and training that provides the required knowledge, skills and abilities required.
- Must be able to cope with emergencies and mediate or resolve disputes.
- Must be able to make sound judgments
- Must be a self-starter, have creative energy, and be enthusiastic.
- Must take the initiative and be cooperative.
- Must be well organized and able to handle multiple priorities and work well under pressure with continual interruptions.
- Must have a working knowledge of PC, data entry, and Microsoft Software.
- Love of children, patience, stamina and flexibility required.

- Excellent verbal and written communication skills required, with excellent interpersonal skills and the ability to interact at all levels.
- Willingness and ability to follow direction from superiors required.
- Bilingual capabilities in English/Spanish preferred. Must be able to read, write and communicate in English.
- Must have access to vehicle with valid driver's license and sufficient liability insurance.
- Must successfully pass in-house van certification training before driving company vehicles.
- Must acquire CPR, first aid and food handling certifications within 30 days of employment. Must maintain these certifications throughout employment.
- Must supply physician statement of current negative TB test and freedom from communicable diseases.

IMPORTANT NOTICE:

This position is not limited to those duties listed in the job description. Duties and responsibilities can be changed, expanded, reduced or deleted to meet the business needs of the Sun City Child Development Center.

WORK CONDITIONS:

Some bending and lifting required.