

About FMU Academics Admissions Athletics Student Life Library Alumni & Friends Faculty & Staff

### **Gail and Terry Richardson Center for the Child Lead Teacher – Toddler Classroom (17-82)**

Serves as lead teacher for the Toddlers for the Gail and Terry Richardson Center for the Child at Francis Marion University. Plans and implements educational programs for the Child Care facility. Plans both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. Develops programs for young children based on current knowledge of child development and early childhood education. Ensures all programs and activities fit the training, research, and service needs of the Center for the Child and University community. Works closely with the various academic departments in developing a training facility for FMU students in early childhood education, psychology, nursing, and a site for research and community services.

**FMU Requirements and Preferences:** A bachelor's degree required. Experience in education, child care or general administration in working with Infants, Toddlers, Twos, Threes, or Four-year old children preferred.

#### **Duties:**

- Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Meet the emotional, social, physical and cognitive needs of each child.
- Encourage assistants to contribute to curriculum planning.
- Coordinate field trips.
- Prepare monthly plan charts.
- Complete bi-annual assessment of children's development.
- Report progress of children to parents in bi-annual reports and through parent-teacher conferences.
- Maintain daily open communication with parents.
- Keep accident reports.
- Maintain anecdotal records.
- Maintains confidentiality.
- Report any suspect abuse to supervisor and the Department of Social Services.
- Arrange a classroom environment in accordance to program goals and philosophy.
- Maintain a safe and healthy environment.
- Inspect and replace damaged or lost materials.
- Attend in-service and staff meetings.
- Supervise assistants, aides, and volunteers in the classroom
- Keep all appropriate records such as records, attendance, and time sheets.
- Meet all applicable licensing regulations.

**Salary:** Salary dependent upon qualifications and experience.

**Normal Working Hours:** 37.5 hours/week. (10.75-month contract. Renewable year-to-year.)

**Position to begin Fall 2017.** Screening of applications will begin immediately and will continue until the position is filled.

**Physical Requirements:** Must have the ability to bend, twist, squat, kneel, climb, reach above shoulder, grip/grasp, extend/flex neck, use right hand, use left hand, ability to see, lift up to 40 lbs, stand, walk, sit, drive, perform repetitive hand motions, keyboarding/mouse work, and the ability to hear.

#### **Materials Needed:**

- 1). Letter of interest (referencing position 17-82);
- 2). Resume; 3) FMU Application;
- 4). Three letters of references with addresses, home and work telephone numbers;
- 5). Copy of SC Driver's License;
- 6). Copy of High School Diploma or GED;
- 7). Copy of College Diploma; and
- 8). Copy of all College transcripts. (Official college transcripts will be required of the successful candidate.)