



# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE • Suite 345 • Blaine, MN 55434  
Phone 763-783-4747 • FAX 763-783-4700 • Website: [www.accap.org](http://www.accap.org)

## JOB DESCRIPTION

**Position Title: Teacher**

**FLSA: Exempt**

**Class Title: Teacher**

**Range: 3**

**Reports to: Program Coordinator**

### Position Requirements:

**Education and Experience:** 2 or 4 year degree in Early Childhood Education or highly related field.

**Licenses Required:** Must meet Minnesota Department of Human Services Division of Licensing requirements for Head Teacher.

**Certifications Required:** Must provide transcript and/or certification, and certification (or willingness to obtain) in: First Aid and CPR.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of children's developmental and functional levels; knowledge of curriculum construction; knowledge of teaching techniques. This position requires strong communication skills and the ability to handle and prioritize multiple tasks. Demonstrate supervisory and leadership skills and the ability to function independently.

**Abilities:** Ability to work well with individuals from various ethnic and socio-economic backgrounds, ability to relate to children, parents, and staff.

**Skills:** Must be in good physical health and able to lift and carry approximately 50 pounds safely. Excellent writing skills, communication, and organizational skills, and supervisory skills.

### Duties and Responsibilities:

Operate a safe, diverse, and developmentally appropriate classroom in accordance with state/federal requirements. Directly supervise the center staff including assistant teacher, classroom assistant/aide and volunteers. Maintain a positive work atmosphere by interacting and communicating in a manner that fosters good relations with families, co-workers, and supervisors. Responsible for the daily operations of the classroom. Encourage and welcome volunteers in classroom and promote parent involvement. Complete all required documentation. Using research based curriculum and assessment tools plan and provide an individualized learning experience for each child. Dependable attendance and be flexible in the daily schedule. Prepare and participate in Parent/Teacher conferences and home visits in accordance with Performance Standards and plans. Attend staff meetings, parent meetings, agency meetings and inter-agency staff trainings and other meetings as assigned. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

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|---------------|--|------------------|-------------|
| Posting Date: | May 26, 2017   | Starting Salary: | \$15.24 DOQ |
| Closing Date: | Until Filled   | Supervisor:      | E. Grant    |
| Status:       | Permanent/FT   |                  |             |
| Benefits:     | Medical, Dental, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125 |                  |             |
| Location:     | Anoka County   |                  |             |

To receive an employment application, go to [www.accap.org](http://www.accap.org).