



Job Title: **PKZ Baby Institute Teacher**  
Reports to: PKZ Baby Institute Manager  
Supervises: None  
FLSA Status: ( ) exempt (X) nonexempt ( ) full-time (x) part-time ( ) other  
Hourly Rate: \$20.00 per hour

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### **Position Summary:**

To oversee and implement the curriculum established for the PKZ Baby Institute. Under the supervision of the PKZ Baby Institute Manager to ensure the quality of program delivery. Under the direction of the PKZ Baby Institute Manager identify the special needs and considerations of each participating family in an effort to maximize the collection of data and performance outcomes established for the evaluation of program effectiveness. To participate in and work collaboratively with program developers and fellow teachers through established training dates.

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### **Essential Job Functions:**

- Develop good rapport with families and interact effectively with all ages.
- Provide a safe, nurturing and positive environment for families.
- Know and understand the needs of children and plan activities appropriate for children in care.
- Ability to work as a team member.
- Must be patient, courteous and professional with children, parents and co-workers.
- Open and flexible to change.
- Must be able to complete basic recordkeeping documentation related to children's care
- Must be punctual and reliable in attendance

### **TEACHER PREPARATION**

- Prepare, prior to the start of class for the lesson
- Keep and prepare required evaluation documents
- Keep accurate records, reports, etc., as required by the PKZ Baby Institute
- Work with curriculum developers in planning for instruction.

### **LEARNING ENVIRONMENT**

- Establish and maintain a classroom atmosphere conducive to teaching and learning
- Plan and implement use of classroom time effectively.
- Work closely with PKZ Baby Institute staff to assist families with special needs.

### **TEACHER PROFESSIONALISM**

- Actively involved in the process of making PKZ Baby Institute a world class model for family involvement in education
- Establish and maintain open communication with all stakeholders
- Be an active participant in activities designed to improve the design and implementation of the program

- Communicate curriculum and program-related information effectively in oral and written mode.
- Oversees and effectively manages family participants

*(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)*

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### **Minimum Qualifications:**

- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
  - Ability to establish and maintain effective working relationships with employees and tactfully communicate potentially sensitive information.
  - Must possess valid Florida ID or driver's license and access to a reliable transportation to and from work.
  - Must pass background screening and drug test.
  - Must be available to work flexible schedule on Saturdays, or evening meetings.
  - Must demonstrate the ability to
    - Follow policies, procedures, standards and rules.
    - Apply technical information, and keep accurate records.
  - Must demonstrate **strong** skills in
    - Organization and effective records management practices.
    - Attention to detail
    - Problem-solving techniques.
  - Professional appearance and presentation.
  - Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
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### **Education and Experience**

- Bachelor's Degree with appropriate certification/licensing in Early Childhood Education, Developmental Psychology or related degree.
  - Must have education and experience with infant and their families.
  - Knowledge and competence in instructional best practices
  - 3 years of experience working with families of young children.
  - Two years of office administration experience.
  - Physical capability to lift over 20 pounds and engage in physical activity on a frequent basis.
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Send Cover Letter and Resume to:  
msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:  
Early Learning Coalition of Orange County  
Attn: Marah Sanchez, HR Specialist  
P O Box 540387  
Orlando, FL 32854