



HOURS: UF ECC operating hours are 7:30AM to 5:30PM, Monday to Friday. Teachers work an 8-hour shift with a 1-hour lunch break. Shift, classroom assignment, and center may be adjusted based on the needs of the UF ECC program. Additional hours may be worked outside of general operating hours due to trainings, staff meetings, or program special events.

SUMMARY OF POSITION ROLE/RESPONSIBILITIES:

Child Development Teachers at UF ECC work and collaborate with a diverse, family-oriented team within our program as well as across the broader University of Florida community.

In this role, teachers have the opportunity to design their own lessons and to learn and grow in their careers through tailored professional development opportunities including individualized Practice Based Coaching, training and development through the University, and access to University Employee Education Program and TEACH scholarships to further their education or credentials.

ESSENTIAL FUNCTIONS AND TIME ALLOCATION:

Classroom Management:

Create and maintain a learning environment that is safe, supportive, and conducive to children's growth and development while adhering to all licensing and accreditation requirements. Implement classroom rules and procedures to ensure an orderly environment. Demonstrate respect and support of diversity in language, culture, and learning styles. Supervising safety and educational learning while on field trips around UF campus and the Gainesville community. Supervise, mentor, and delegate tasks to substitute teachers and volunteers.

Communicate regularly with parents to share children's progress and address any concerns. Support and involve parents in their child's development and learning process. Conduct parent-teacher meetings to advise parents of their child's progress and to address any concerns.

Curriculum & Child Assessment:

Complete child assessments and summaries by observing and assessing each child's development and progress. Use assessment results to tailor instruction to meet individual needs.

Prepare and implement weekly lesson plans that address social, emotional, physical, and cognitive areas. Ensure lessons are developmentally appropriate, align with program goals and philosophy, and align with the Florida Early Learning Standards.

Campus & Community Support:

Supporting University departments, faculty, and students' special activities and research at UF's Early Childhood Collaboratory at Baby Gator. Supervising and mentoring practicum, interns, and observers completing course hours in the classroom.



Administrative & Professional:

Ensure all documentation is accurate and up-to-date. Demonstrate a high level of professionalism by maintaining confidentiality of child and family information, adhering to policies and regulations, and maintaining professional communication with colleagues and supervisors.

Maintain classroom budget for specialty supplies. Submit supply orders that correspond with activities noted in lesson plans, meeting deadlines set forth by center administration.

Participate in ongoing professional development to stay current with best practices in child development and early childhood education.

Other Duties:

Support UF ECC in the compilation of materials and completion of packets relating to center licensing and accreditation.

Assist UF ECC with special projects and events, as needed.

OTHER POSITION CHARACTERISTICS:

Child Development Teachers must be physically able to perform all duties related to the care and teaching of young children with reasonable accommodations, including repeated bending, kneeling, sitting on the floor, lifting children up to 40 lbs., and frequent hand washing.

It is recommended that child care personnel are current with [all immunizations routinely recommended for adults](#) by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

This position requires the successful completion of any and all programs and courses that may be required by the Department of Children and Families (DCF) and/or the Early Learning Coalition of Alachua County (ELC) pertaining to the health, safety, welfare, and education of young children.



EARLY CHILDHOOD
COLLABORATORY

UNIVERSITY OF FLORIDA