

# Children's Discovery Center

## Job Title: Elementary Teacher

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Education

Reports To: Director of Education

## Job Summary

Develop and teach educational programs and curriculum in support of all Center programs.

Center programs include, but are not limited to, Discovery Camps, Preschool & Toddler classes, School Programs & Gallery Programs.

## Essential Duties

- •Develop educational programs and curriculum in support of all Center programs. Center programs include, but are not limited to, Discovery Camps, Preschool & Toddler classes, School Programs, Gallery Programs.
- Teach classes and programs with confident classroom management skills using positive language and a variety of teaching methods.
- Manage projects, resources and timelines effectively and efficiently.
- Provide excellent hospitality and service by anticipating and responding to guests' needs and striving to exceed their expectations, when possible.
- Facilitate play and gallery programs in the Center's exhibit galleries.
- Establish and maintain standards for setting the stage for creative play.
- Supervise play to ensure children and guests are being safe. If accidents happen, must serve as the first responder. Record, track and follow up on incidents and accidents, as needed.
- Support the Floor Manager in overseeing program staff & volunteers. Assist with training, observing and providing feedback to all staff and volunteers in areas of safety, security, play facilitation, conflict resolution, human development and early childhood education.
- Practice direct, professional communication at all times and model positive attitude and flexibility while focusing on solutions in challenging situations.
- All other responsibilities as assigned by supervisor.

## Supervisory Responsibilities

This job has no supervisory responsibilities.

## Education

This position requires a high school diploma (or GED or high school equivalence certificate) and 1 year to 3 years of previous experience. A Bachelor's degree is preferred.