



2121 Hubbard Ave.  
Decatur, IL 62526  
217.875.1910  
[www.maconresources.org](http://www.maconresources.org)

## **MRI Independence Pointe - Teacher, Full-time or Part-time, Non-exempt**

### GENERAL DESCRIPTION

Under general direction of the Discovery Depot Director or Assistant Director, the Teacher is responsible for caring for all children's needs but not limited to physical, intellectual, personal, emotional and social development. To communicate and provide a safe, loving, secure, enjoyable environment that is positive for the children and parents.

### ESSENTIAL JOB RESPONSIBILITIES

1. Shows respects to the children, parents and staff.
2. Provides flexibility, understanding, patience, and cooperation with the purpose and service of the program.
3. Manages and maintains order and learning in the building with sensitivity to children's socioeconomic, cultural, ethnic, religious backgrounds and individual's needs and capabilities.
4. Plans, submits, and executes weekly lesson plans.
5. Plans each day's schedule while researching education, outings, guest speakers, and additional resources for the purposes of lesson plans; take responsibility for all activities of child care and teaching.
6. Plans and helps with classroom cleaning, breaks, activities, and serving meals, etc.
7. Follows discipline guidelines utilizing positive discipline and guidance techniques.
8. Maintains open communication with parents.
9. Reports and or completes timesheets, meal counts, daily logs, and proper forms as needed for (i.e. request for leave, educational outings, parent supply list, medication sheet, accident reports, and etc.).
10. Follows housekeeping guidelines:



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- a. Vacuum,
  - b. Sweep/mop,
  - c. Clean toilet, sink, and mirror,
  - d. Restock soap, paper towels, and toilet paper,
  - e. Empty trash and replace bags for classrooms, staff lounge, bathroom, and storage rooms.
11. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
12. Practices and enforces MRI Safety Policies and Procedures and assures the safety of children, employees, persons/families served, agency guests, and agency property.
13. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
14. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

#### NON-ESSENTIAL JOB RESPONSIBILITIES

None

#### SUPERVISORY RESPONSIBILITIES

None

#### JOB QUALIFICATIONS

1. Must be at least 19 years of age.
2. High school diploma or GED.



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3. 60 hours of credit from an accredited college or university with six semester hours in courses related directly to child care or child development or one year (1560 clock hours) of child development experience in child care and 30 semester hours of credits from an accredited college or university with six semester hours in courses related directly to child care or child development.
4. Must be able to adhere to the Safety Policies and Procedures of MRI.
5. Must be able to complete MRI training requirements.
6. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.
7. Must be able to adapt to frequent change and perform adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
8. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public
9. Must be able to identify and implement creative solutions to problems.
10. Must be able to organize and prioritize work.
11. Must be able to work flexible hours.
12. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical Payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
13. Must be able to meet the following physical capabilities:
  - a. Lift and carry 50; able to assist in lifting and transferring an individual who is non-ambulatory from sitting to standing; standing to lying; and back to sitting from all positions.
    - b. Full range of mobility -- pull, push, turn, stoop, kneel, reach, bend.
    - c. Stand for up to 45 minutes.
    - d. Vision correctable to 20/20 or sufficient to complete job responsibilities.



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- e. Exhibit manual dexterity.
  - f. Adequate hearing.
14. Must be able to counsel, advise, teach, resolve conflicts, and direct staff, individuals and families.
  15. Must be able to utilize a phone, computer, word processing software, E-mail, and the filing system.
  16. Must have a means of notifying his/her supervisor if unable to report to work.
  17. Must be able to summarize, synthesize and analyze data/information.