

Job Description

Teacher

(2.5 year olds through Pre-K)

The Teacher provides a safe, stimulating learning environment and a developmentally appropriate program. The Teacher fosters the development of social, emotional, language, intellectual and physical skills. This role also requires respect and support of the family unit in their efforts to raise well-rounded children, while always demonstrating diverse cultural awareness and sensitivity. Equally critical is the ability to maintain open communication lines between client families, administration and colleagues.

Reports to: Assistant Director

Minimum Education and Experience

Preferred: Associates Degree or minimum of two years experience in child care or CDA Credential.

Essential duties

1. Ensure a safe and healthy environment at all times by monitoring child areas for hazards or sanitation problems and correcting problems immediately or removing children from hazard until it can be corrected
2. Provide appropriate adult supervision for all children at all times (children are NEVER to be left alone or permitted to leave the classroom without an adult)
3. Provide a stimulating, cognitively challenging classroom environment that encourages exploration and experimentation for children of varying ability levels
4. Provide experiences and training to help children develop and practice good health/safety habits
5. Develop and follow a daily schedule that incorporates developmentally appropriate practices, good early childhood practices (balance of child/teacher initiated activities, active and passive, etc) and accommodates center needs for shared-use areas
6. Plan and execute developmentally appropriate learning experiences indoors and outside in accordance with the curriculum provided for that group
7. Provide language and literacy activities (transitions, routines, outdoor play, etc) throughout the entire day
8. Evaluate and assess individual child progress at least quarterly using curriculum tools and anecdotal notes
9. Maintain a portfolio of work for each child that documents growth in language, cognitive skills, and creativity

10. Modify curriculum and activities to meet the needs of children as identified by child evaluation and assessment
11. Develop a cooperative working relationship with families by frequent communicate either by phone, email, written note, or personal conversation
12. Conduct two formal family conferences yearly with each family in your class.
13. Maintain accurate and timely records of accidents, illnesses, medication, attendance, observations, assessments, and family conferences
14. Meet all regulatory requirements including annual training, skills, classroom arrangement, etc.
15. Cooperate with other staff members to ensure the smooth operation of the center
16. Attend staff, parent meeting, and any other mandatory event parent as scheduled.
17. Be able to write notes, newsletter articles using standard English

Other duties and tasks

18. Assist in maintaining center appearance internally and externally.
19. Maintain common supply areas in a neat orderly fashion, notifying the administration of materials that need to be ordered or re-ordered.
20. Notify the team leader as soon as possible in the case of absence or lateness.
21. Interact with colleagues, families, and center visitors in a pleasant, professional manner.
22. Prepare a folder of activities and information to be used by a substitute in case of absence.

Physical Requirements:

1. Be able to lift 30 pounds
2. Be able to bend, stoop or kneel to achieve children's eye-level
3. Be able to sit on the floor
4. Be able to spend at least 1 hour at a time outdoors throughout the year

Personal Attributes

Strict adherence to NAEYC Code of Ethical Conduct and Statement of Commitment. Additionally, must maintain strict confidentiality in performing the duties. Must also demonstrate the following personal attributes:

5. Be honest and trustworthy.
6. Be respectful.
7. Possess cultural awareness and sensitivity.
8. Be flexible.

9. Demonstrate sound work ethic.

- a. Work when scheduled.
- b. Arrives to work on time.
- c. Give ample notice for absences.
- d. Dress appropriately.
- e. Maintains good working relationships with other staff members
- f. Works as a team player with immediate co-worker
- g. Completes tasks in a timely manner
- h. Conversations relate to the children and work at the center, not personal information.
- i. Open to constructive criticism.

10. Demonstrates sound skills working with children.

- a. Presents a friendly and warm demeanor.
- b. Get down on the floor with children.
- c. Shows respect for individuals.
- d. Avoids labeling of children.
- e. Reinforces positive behavior.
- f. Speaks to children regularly using positive phrases and tone.
- g. Good sanitary practices (hand washing for self and children as required classroom environment, etc.)

11. Demonstrates competent skills working with parents.

- a. Listens and responds well to parents.
- b. Tactful when discussing children.
- c. Seeks partnership with parents.
- d. Has good relationships with parents.

- e. Regularly communicates with parents.
- f. Greets parents by name and with a smile.
- g. Available and approachable with parents.

12. Demonstrates a commitment to professional development.

- a. Attends all staff meetings.
- b. Shows improvement in areas on which they have received training.
- c. Seeks additional educational credentials or training in the early childhood education field.
- d. Uses new instructional strategies.