

# JOB DESCRIPTION

## TEACHER

### GENERAL:

Instructs children in activities designed to promote social, physical, and intellectual growth needed for primary school.

### RESPONSIBILITY:

Reports directly to and is under the supervision of the Education Coordinator, and ultimately to the Childcare Director or the Executive Director.

### GENERAL DUTIES:

- Leads instructional components such as circle time, learning centers and outdoor education.
- Responsible to ensure all recordkeeping is complete for the classroom
- Attends staff meetings, training meetings, and yearly open house even if scheduled outside working hours
- Leads staff meetings to consult on program planning, goal setting and implementation, planning for individual children and to discuss program and working conditions.
- Design activities based on DAP and knowledge of child development
- Conducts advance planning to ensure all materials are ready and accessible
- Plan with families to make toileting, feeding and the development of other self-regulation skills a positive experience for children.
- Works in collaborative partnerships with families, establishing and maintaining regular, ongoing, two-way communication with parents to build trust and mutual understanding and to ensure that children's learning and developmental needs are met. Toward this end journals are completed daily and teachers initiate contact with each and every parent regularly.
- Maintains an orderly physical environment conducive to optimal growth and development of children. Understands the role the physical environment plays in classroom behavior.
- Oversees general housekeeping tasks.
- Performs other duties necessary to the smooth functioning of the facility as assigned by the Education Coordinator or the Childcare Director.

### SPECIFIC AREAS OF RESPONSIBILITY:

#### PLANNING AND IMPLEMENTING CURRICULUM

- Writes curriculum plans at least two weeks in advance. Prepares educational materials required to implement the daily activities.
- Gears the program to the needs of the individual child with concerns for his interests, handicaps, special talents, and individual style and pace of learning.
- Observes and evaluates each child's development in written form Identifies children who have difficulties in behavior or development. Designs individual development plan (with co-workers, the parent and Education Coordinator) to help the child acquire the necessary skills. Conducts Parent-Teacher conferences to discuss children's progress, accomplishments and difficulties at home and at the program.
- Monthly newsletter information due by 10th of each month for the following month. Activities reported in the newsletter are carried out in the classroom.

#### INTERACTIONS WITH OTHERS

- Maintains privacy when discussions are held between parents and staff about problems and concerns regarding a specific child.
- Invites family members to join the classroom for observations, eat lunch or volunteer in the classroom.
- Treats each child with dignity and respect. Respects the privacy of children by not discussing children or their families in front of other children. Includes children in conversation with parents when the child is present and being discussed. Uses a confident, firm tone of voice in handling behavioral problems, not a shrill or angry voice. Never uses food or rest as a punishment.
- Shares information appropriately with other staff members; keeps classroom staff informed but doesn't violate confidentiality with those who have no need to know. Works with co-workers to share information on planned daily activities of the program, classroom management techniques, room arrangements and communication with families.
- Provides classroom specific orientation to new staff.

## HEALTH & SAFETY

- Maintains an orderly physical environment conducive to optimal growth and development with special regard to health and safety.
- Reports any medical problems and accidents to other staff and to the parents. Knows and follows Universal Precautions. Knows and follows proper Handwashing procedures. Knows and follows IPM procedures in the classroom.
- Knows procedures for reporting suspected incidents of child abuse and/or neglect.
- Participates in monthly fire drills and knows the primary and secondary evacuation routes.
- Observes the classroom, classroom supply areas, playground area and equipment for hazards and keeps the areas neat and sanitary.
- Chooses a location to observe all parts of the room/playground; constantly watching where children are and what they are doing.

## REQUIREMENTS:

- TB test and physical examination as required
- Drug Test as required
- Obtain certifications in Pediatric First Aid and CPR within 6 months of employment
- Must participate in 20 clock hours per year of training through courses or workshops relating to early childhood education.
- Submit to criminal history and sex registry background checks
- Must be at least 21 years of age

## QUALIFICATIONS:

### Skills, knowledge and abilities

- Knowledge of NAEYC guidelines and licensing regulations.
- Ability to communicate and receive information and ideas via oral and written methods. Ability to speak clearly so that it is understandable to a listener
- Ability to perform physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs, such as needed in the daily care of children.
- Ability to cope with a stressful environment.
- Demonstrates flexibility in planning, scheduling and implementation of educational and social experiences.
- Knowledge to design and implement educational curriculum suitable for ages of children served.

### Training or Equivalent Qualifying Experience: Must meet one of the following

- Bachelor's degree or higher preferred in Early Childhood Education or similar field.
- Associate's degree in Early Childhood Education.
- CDA is acceptable if staff is willing to pursue one of the above.

**JOB CLASSIFICATION:** Exempt-professional

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Employee Signature  
rev 05/19/11

Date

SOC Codes: 25-2011 Preschool Teacher, except Special Ed  
DOT Codes: 092.227-018 Teacher Preschool  
ONET Codes: 31303 Teachers, Preschool