

JOB DESCRIPTION TEACHER

MINIMUM QUALIFICATIONS:

Teacher I

Associate degree in child development or early childhood education.

Teacher II

Bachelor's degree in child development or early childhood education or equivalent coursework in Elementary Education, Social Work, Psychology, or Special Education and must pursue and obtain a CDA within three (3) months of employment.

Teacher III

Master's degree in child development or early childhood education.

GENERAL FUNCTIONS:

Under the supervision of the Education Coordinator, is responsible for providing a stimulating environment for the growth, well-being and development of the child.

SPECIFIC FUNCTIONS:

The Classroom Teacher will:

1. Maintain responsibility for ensuring the safety and wellbeing of all children who are enrolled in the classroom which includes ensuring that no child is ever left alone with a volunteer, visitor or guest.
2. Take actions to ensure a culture of safety with a focus on active supervision and maintaining child to staff ratios at all times.
3. Provide ongoing training, supervision and evaluation of Assistant Teachers, volunteers, visitors, students
4. Select materials and equipment and arrange the room to provide an environment conducive to learning and appropriate to the developmental level and learning styles of the children.
5. Provide a safe environment by taking necessary measures to reduce and prevent accidents and /or illness on a daily basis.
6. Provide the group with a positive routine and simple rules that are understood and accepted by children and adults.
7. Provide a variety of appropriate equipment, activities, and opportunities to

promote the physical development of the children.

8. Provide activities and experiences which encourage questioning, probing and problem-solving skills appropriate and individualized to the developmental level and learning styles of the children.
9. Help children to acquire and use language as a means of communicating their thoughts, feelings and understanding of others.
10. Provide a variety of experiences and media that stimulates children to explore and express their creative ability.
11. Help children to know, accept and appreciate themselves as individuals.
12. Help each child develop a sense of independence and acquire the ability to express, understand and control feelings.
13. Help the child to learn to get along with others and encourage feeling of mutual respect among children in the group,
14. Establish positive and productive relationships with parents and caregivers and encourage them to participate in all aspects of the program's services. .
15. Plan regular parent conferences with parents and make home visits.
16. Work cooperatively with other staff members in the implementation of center plans, activities, policies, rules and standards of conduct.
17. Organize and serve as primary resource person for the Class Committee.
18. Be responsible for the initial ongoing observation, assessment and recording of each child's behavior.
19. Develop the written individualized education plans.
20. Develop the written weekly lesson plans.
21. Organize and chair the team planning sessions.
22. Make appropriate referrals based upon assessments and team planning sessions.
23. Be responsible for all necessary record keeping, (e.g. sign in/out sheet, meal count, attendance, documentation of individualizing for each child, etc.).

24. Follow written policies and regulations established by the program, licensing, and the grantee.
25. Participate in workshops, seminars and assigned training programs that will facilitate ongoing professional development to include at minimum 15 clock hours of training per year.
26. Make regular inspections and report the need for repair/replacement of classroom supplies and equipment.
27. Requisition classroom supplies and equipment,
28. In the performance of the job functions, demonstrate the CDA competencies:
 - a. To establish and maintain a safe, healthy learning environment.
 - b. To advance physical and intellectual competence.
 - c. To support social and emotional development and provide positive guidance.
 - d. To establish positive and productive relationships with families.
 - e. To ensure a well-run, purposeful program responsive to participant needs.
 - f. To maintain a commitment to professionalism.

By signing this job description, I certify that I have read and understood its provisions; will provide active supervision of all children and adults in the classroom and ensure the safety of the children put in care; will report any instance of abuse, neglect or other maltreatment in my role as a mandatory reporter; and will compel adherence to the provisions of the Standards of Conduct by all staff, volunteers, visitors, contractors and vendors. I understand that failure to comply with the provisions of this job description may result in disciplinary action up to and including termination.

Print Name

Date

Signature